



# Performance Review Checklist

**MENTEE**



If you are a mentee, use this checklist to prepare for your next performance review and make the best out of it.

## Before the performance review:

- ☐ Reflect on your achievements and challenges since the last review
- ☐ Review your goals and progress toward them
- ☐ Gather any relevant documents or evidence of your work
- ☐ Prepare specific examples of your accomplishments
- ☐ Have data or metrics to support your achievements

## Prepare for the meeting:

- ☐ Approach the review with an open mind and a willingness to learn and grow
- ☐ Maintain a positive attitude and focus on constructive dialogue
- ☐ Anticipate questions or areas of discussion based on previous feedback
- ☐ Try to clearly highlight the business impact of your work

## During the performance review:

- ☐ Draw up your own goals and objectives
- ☐ Listen actively to your mentor's feedback and insights
- ☐ Ask clarifying questions if something is unclear
- ☐ Express appreciation for constructive feedback and insights
- ☐ Review your achievements and areas for improvement since the last review
- ☐ Be honest and transparent about any challenges or setbacks you've encountered
- ☐ Seek guidance on how to overcome obstacles and continue growing

## After the performance review:

- ☐ Take time to digest the feedback you received
- ☐ Identify actionable steps for improvement based on the discussion
- ☐ Consider how you can leverage your strengths to achieve your goals
- ☐ Implement the action plan discussed during the review
- ☐ Seek support or resources from your mentor as needed



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