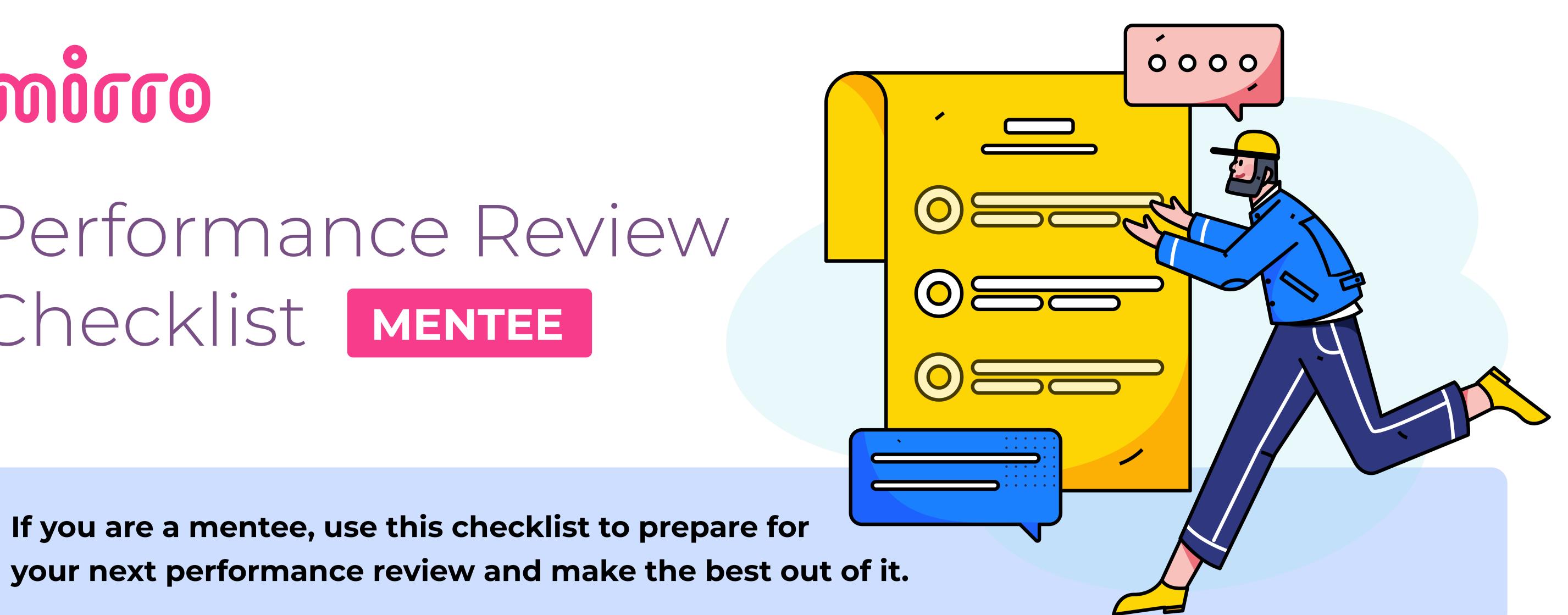


Performance Review Checklist MENTEE





Before the	e performai	nce review:
Before the	e perrormai	nce reviewa

	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
Pr	epare 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





Mirro's all-in-one performance management platform optimizes employee and business performance while streamlining HR operations.

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