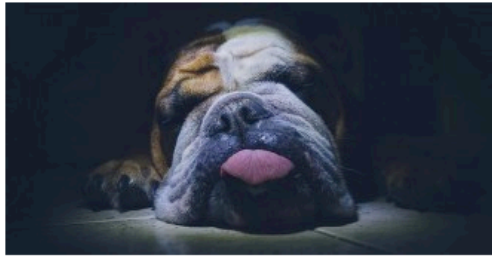




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The 10 Best Resources for Performance Review Tips

Posted by Tracy Timm on December 9th, 2014



If long hours of Googling for performance-review tips have left you bleary-eyed and frustrated, we're here help.

We waded through tons of industry leaders, mom-and-pop outfits and BuzzFeed list posts to bring you the 10 best articles on performance-review tips and tricks all in one place – just in time for your mid-year review!

We've divided the list into three categories: Tips for employees being reviewed, tips for employers giving reviews, and tips for self-assessors who get to play both roles.

We hope you find what you're looking for and can give your poor, tired mouse a much-needed break.

Tips for Employees

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<http://hrweb.berkeley.edu/performance-management/cycle/review/tips/employees>

I wasn't expecting our first resource to come from a university setting, but this one rocks. University of California, Berkeley HR has come up with an incredibly comprehensive tool to help employees prepare for performance reviews. It includes a step-by-step self-examination, as well as a definition of SMART goals (specific, measurable, attainable, relevant and timely) that you probably haven't seen in a while.

5 Tricks to Ace Your Performance Review

<http://jobs.aol.com/articles/2012/04/06/5-tricks-to-ace-your-performance-review/>

Even though AOL may not seem to have their finger on the future of business (hello, Google), they've outdone themselves on these tips for employees. Rather than addressing performance-review preparation, this article describes five necessary tricks to succeed during your review – what to expect and what to say when you're in the "thick of it." There's also a handy video for those who are just plain tired of reading.

7 Tips to Deal with a Bad Performance Review

<http://performance-appraisals.org/experts/badreview.htm>

We included this link to bring a bit of reality to an already-tricky situation. What happens when your review doesn't go quite as planned? Performance Appraisals has put together a wonderful guide for handling a less-than-sparkling review – deserved or not. Remember, it's better to be prepared for this situation, especially when you don't expect it. So put your ego aside and read this link just in case your manager is having a bad day or doesn't drink his/her coffee and mistakes you for the intern.

Tips for Employers

How to Make Performance Reviews Relevant

<http://www.forbes.com/sites/lisaquast/2013/01/21/how-to-make-performance-reviews-relevant/>

Ah, Forbes. The Mecca for all things business. While some might think they are too busy (or too big) to understand the working man's struggles, I just had to include them for their thought leadership. The author of this article includes basic strategies (don't end the review until you're on the same page!), as well as some often-overlooked but important details.



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10 Tips for Effective Performance Reviews

<http://humanresources.about.com/od/performanceappraisal/qt/tips-for-effective-performance-reviews.htm>

If you're looking for a comprehensive resource, look no further than HR.com. These tips are as clear, to the point and all-encompassing as they come. From preparation to facilitation to follow-up, this article is its own one-stop shop for managers looking to provide quality performance reviews. If you only read one article on this list, make it this one.

Delivering an Effective Performance Review

<https://hbr.org/2011/11/delivering-an-effective-perfor/>

I don't know about you, but I love Harvard Business Review. And that's saying a lot, considering that I went to Yale undergrad. But seriously, no matter the topic, they have innovative material to make it relevant and fresh for any consumer. The author draws from experts and anecdotes alike in this wonderful piece on reviews. She even includes a case study, for the most literal among us.

Tips for Self-Assessment

Self-Assessment: Tips for Employees Writing Performance Reviews

<http://www.businessnewsdaily.com/5379-writing-self-assessment.html>

Business News Daily made it on our list twice for their spot-on assessment of, well, self-assessments. This baby is chock-full of do's, don'ts, resources and more. The article provides unabashed advice for the timid, templates and samples for the lost and weary, and expert input for even the toughest of customers. Start here, end here, but either way, read it.

10 Tips for Making Self-Evaluations Meaningful

<http://www.cio.com/article/2386859/careers-staffing/careers-staffing-10-tips-for-making-self-evaluations-meaningful.html>

This one's for the skeptics – those who are forced to do a self-assessment but don't believe in the value will love it. They've assembled 10 ways to give value to a frequently underappreciated process. I figure, if you're forced to do something, you might as well knock it out of the park. This article will help you hit a home run on your self-evaluation, even if you're still bummed about having to do it.

How to Write a Great Self-Appraisal in 6 Steps

<http://www.halogensoftware.com/blog/how-to-write-a-great-self-appraisal-in-six-steps>

If you're daunted by the thought of starting, this article is for you. That's because it includes actionable steps to get you going. I like steps. Step 1: Research performance-review tips. Step 2: Curate relevant content. Step 3: Write awesome blog. You get the idea. This article gives you a practical, step-by-step approach for writing your own review. It even includes some tips for the perfectionists among us (ahem, me), like "don't attempt to complete it in one go." Brilliant.

And one more, just for fun

Performance Review Do's and Don'ts

http://images.businessweek.com/ss/07/01/0116_employeeereview/index_01.htm

Bloomberg Business Week gets you back to the basics with a set of do's and don'ts for your own performance review. While these are definitely valid and useful, we've included this link because of the hilariously trite stock photos and the BuzzFeed-like quality of advice. Do read this link, even if it's just for fun. Don't say we never gave you anything.

Bonus Time!

White Paper

http://www.employee-performance.com/whitepapers/Best_Practices_for_Employee_Performance_Reviews.pdf

Ten makes for a great round number, but 11 is icing on the cake. After compiling our list, we found a great white paper with best practices for performance reviews from our friends at CRG. It runs the gamut, so peruse at your leisure, and refer back when you have questions.



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If long hours of Googling for performance-review tips have left you bleary-eyed and frustrated, check this out.

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Do you have a favorite resource that we missed?

If so, add it in the comments below!

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Tracy is a vibrant, [young speaker and writer](#) with a passion for people and their stories. After studying psychology at Yale, working on Wall Street, and traveling around the World, she has come to believe that everyone has the inherent ability to define and chase their own dreams. It's her mission to empower young people in life transitions to look inside themselves to find their own answers by asking them the right questions. She encourages people to move past the limiting definitions given to them by others to create their own, unique sense of self and success.



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