

Getting Ready for Mid-Year Performance Discussions

It's time for you and your supervisor to look at what you've accomplished since the beginning of the year and what you plan to achieve during the remainder of the performance period. This discussion should summarize accomplishments to date, identify what goals have been added, changed, review priorities, competencies and clarify performance expectations going forward.

Employee Guidelines

Prepare a list of your accomplishments and progress to date.

- Brainstorm a list of accomplishments and progress to date starting from when goals and objectives were set.
- This information will be important to input into Ceridian and to de-brief with your supervisor in the Mid-Year Conversation.
- Prepare for the discussion—what you have accomplished to date against your goals and what you would like to accomplish.

Meet and discuss performance to date.

- Provide your supervisor with specific examples of what you've done particularly well and where you would like to improve.
- Ask for feedback from your supervisor on what you are doing particularly well, and what you might improve upon.
- Make the discussion easier by asking questions like, "What else could I have done to improve X" or "Do you have any suggestions for me?". Then listen carefully.

Discuss what you plan to achieve by the end of the fiscal year, and ask what your supervisor expects you to achieve in this time frame.

- Make sure you get all the information you need by making sure your goals are SMART(er). If you walk away unsure of what is required, you haven't gotten the clarity that you need.
- Make your supervisor aware of any issues or roadblocks you are facing and discuss how they might be overcome. Let your supervisor know what you need from him/her during the remainder of the performance year to be successful.

Be prepared to receive feedback

- Make sure you paraphrase and ask questions if clarification is needed
- Ask for examples if needed
- Think about how the feedback will be applied moving forward

Complete the discussion

- Thank your supervisor for their feedback. Recommit yourself to a successful year.

Questions to help you prepare for a Review Conversation

Here are some questions that you can reflect on to help you prepare for your Review Conversation with your Supervisor:

- How can I get a handle on what I've accomplished? What I haven't accomplished?
- What are my needs for coaching and feedback? How can I communicate these to my supervisor in a way that he/she will hear it?
- What would I like to do better? (goals and examples of where your performance could have been better)
- What would I like to learn?
- What resources do I need to accomplish my goals/objectives moving forward?

- Do I have feedback from others (i.e. stakeholders/customers) that I can share with my supervisor?
- What do I like best about my work?
- What is most challenging for me?

Conversation Starters

Performance conversations can be difficult; knowing what to say and how to say it can be a challenge. Below are 'conversation starters' to assist you in facilitating and engaging during performance discussions:

1. How do you feel my performance is progressing so far?
2. Can you provide me with some specific examples of how I can improve on my competencies?
3. Can you identify the areas that you think went well this year?
4. What areas do you feel I have most improved in? Can you provide examples?
5. What areas do you think I should focus on for improvement or where I have opportunity?
6. Did others provide feedback into my performance? Are there any recommendations stemming from that?

Sharing in the Mid-Year Conversation

"I" messages are an excellent form of communication. They can help you express your thoughts about your performance, both what you do well and what you could do better. They are also useful in asking for what you need. Here are some examples below:

What I do well:

"When I finished the benefits project, I felt really proud of myself. I learned much about using a database that will help me in the future."

What I could do better:

"I struggle with handling multiple projects, I am aware that I could do that better moving forward through better time management strategies"

What I need:

"I feel that I am ready to work on more challenging projects to enable me to grow and develop"

After the conversation, take time to reflect on the feedback you've received and think about how to apply it. Continue to ask for feedback and to offer feedback on a regular basis.

Overview of the Mid-Year Review Process

Process steps:

- Supervisor schedules mid-year review meetings with employees
- Employee commences adding comments to their mid-year performance review in Ceridian Dayforce Performance module related to their objectives progress as well as their competency demonstrations.
- Employee submits their review to supervisor in Ceridian Dayforce Performance module
- Supervisor assess employees performance, reviews coaching conversation notes from the previous few months, reviews the employees comments in Ceridian and prepares to hold the performance review meeting
- Performance review meeting held
- Supervisor calibrates assessment based on review discussion and finalizes comments in Ceridian Dayforce. The information should be reflective of the performance discussion.
- Supervisor submits comments.
- Employee provides sign off and then routed to Supervisor for final sign-off.

