

Appraisal Talks

Short prep guide for easy and successful talks

The annual Performance & Talent Management Process is a great opportunity to drive your development and to align with your manager on performance, development, and goals. Keep in mind that you may split the process into several talks — the questions below help you prepare in advance.
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MY PERSONAL SUCCESSES, STRENGTHS, AND DRIVERS

- ☐ Which were my greatest successes last year?
- ☐ Which tasks / topics do or did I enjoy most?
- ☐ Which are my personal strengths? What am I particularly good at?
- ☐ What motivates and drives me? What am I passionate about?

MY PERFORMANCE LAST YEAR

- ☐ How do I rate my own work performance?
- ☐ Which goals had we agreed upon and what have I achieved?
- ☐ Which factors contributed to my performance? Which were obstacles I have encountered?
- ☐ What have I learnt on the way?
- ☐ How did I experience my area of responsibility? Did the goals match my competence portfolio?

FEEDBACK FOR MY MANAGER, ON TEAM AND COLLABORATION

- ☐ Which feedback do I want to give to my manager? What worked particularly well?
- ☐ How do I see the collaboration in the team, with stakeholders, and other departments?
- ☐ Are there any challenges I would like to address?

MY GOALS AND DEVELOPMENT OPPORTUNITIES ON THE JOB

- ☐ What would I like to focus on next year?
- ☐ Which goals do I want to set myself in my area of responsibility?
- ☐ How could goal achievement be measured?
- ☐ In which areas do I want or need to become better?
- ☐ Which specific competencies do I intend to improve, professionally and personally?
- ☐ Which specific actions on and off the job can help me build up these skills?

MY CAREER DEVELOPMENT

- ☐ How do I want to develop my career?
- ☐ In which areas do I want to grow? Which areas should stay the same?
- ☐ Which other development opportunities do I see for myself?
- ☐ Which goals do I want to set for myself for the next year?