Employee Year End Conversation
Be an active participant in the conversation.

- Tell your manager that you want to know how you are doing. Ask what went well and what areas need improvement.

- Make sure that you understand what is expected of you for the coming year.

- Discuss your development interests or activities for the year.

Receiving Feedback
- Think of feedback as a useful tool for your personal and professional development.

- Don’t take criticism personally. Accept praise graciously.

- Listen and avoid being defensive.

- Stay focused – don’t interrupt.
Ask questions for clarification. Paraphrase your understanding of what you heard.

- Take notes