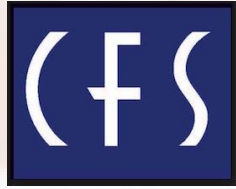


How to Ace Your Virtual Performance Review:



Before Your Review

- Thoroughly analyze your last performance review notes and go through any past feedback
- Write down your achievements in the last quarter/year
- Set realistic goals
- Prepare feedback for your manager
- Dress to impress from head to toe
- Have a pen and notepad nearby
- Test your technology

During Your Review

- Turn your computer camera on
- Be aware of your body language, tone of voice and background noise
- Focus on your strengths and on areas of improvement
- Remember, all feedback is meant to help you learn and improve upon your skills
- Take notes and ask for clarification
- Share your goals
- Discuss next steps

After Your Review

- Reflect on the conversation and your notes
- Implement a plan to achieve your goals
- Track your progress for the next review

