



# 7 Things to Request During Your Annual Performance Evaluation

The annual performance evaluation is your opportunity to advocate for yourself and ask your supervisor for the support you need to be effective in your work over the next year.

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## Feedback

The most important thing your supervisor can give you is regular feedback that you can act upon. In other words, your year end performance evaluation should not be a surprise to you!

How to ask:

During your formal performance review meeting, thank your supervisor for the feedback they have given you during the meeting. Tell them that you would love to receive feedback at more regular intervals so you can act on it right away. Ask if it can be a standing agenda item at your regular check-ins.

## Decisions

Managers and supervisors are responsible for making decisions you are not authorized to make and they have a lot of tradeoffs to consider. While not every decision will end up in your favor, you can ask your supervisor to make decisions in a clear, timely, and transparent manner.

How to ask:

Thank your supervisor for a time they made a decision that helped you. Then describe a situation where your work would have been done better or faster if the decision was made in a clear, timely, and transparent way. Ask if there is a way you could have helped them make that decision or what the best way is to help them with future decisions.

## Support

When your supervisor is aware of obstacles you face, they can help clear the way for you do your job more effectively.

How to ask:

Think beyond everyday challenges. Remind your supervisor of the last time they helped you navigate internal politics or connected you with people in their network who helped you. Thank them for that and ask them the best way to ask them for that in the future.

# Training

Your annual evaluation is an ideal time to ask for training to help you improve your skills and behaviors related to your role. In addition to what you do today, think about the skills you will need for future roles you aspire to advance to.

How to ask:

Ask colleagues for trainings they would recommend and take time to research options on your own. Gather a few specific options - including a sense of the time and cost involved. Then, raise them with your supervisor during the performance evaluation meeting when opportunities for improvement come up.

# Exposure

Collaboration and relationship building is an important part of how Colorado College succeeds. If you're ready to join committees or work on special projects, you may need help getting exposure from your supervisor.

How to ask:

Ask for ways to meet other leaders. Are there opportunities for you to work on projects, join committees, or attend specific trainings that would give you a chance to interact with other leaders and supervisors?

# Conferences

Attending conferences can be a great way to learn about trends, best practices, and new things about your field or profession. They are also a great place to build a network of peers from other organizations or institutions.

How to ask:

A great way to go about this is by finding a few conferences that are popular within your profession and look at the agenda of sessions from past or upcoming conferences. Tie the topics to how they would help you in your job and then bring up the conference with your supervisor when talking about building your skills for the next year.

# Mentoring

A mentor can be a useful resource for you to use to get feedback and coaching beyond what your supervisor gives you. They can also provide suggestions or ideas about ways to make improvements.

How to ask:

Your manager may already have a large network of senior colleagues that they may be willing to connect you with. Ask them if they know anyone who might be a good mentor for you, and ask for an introduction. If you do find a mentor from your supervisor's network, take ownership and make it a productive relationship.

