



How To Score High In Your First Performance Review

Doing well in the job interviews and outclassing the competition to land the job that you want, is a significant victory but that is not the end, it is just the beginning.

The initial job interviews were short-range examinations that offered immediate results of success or failure but henceforth you will be on test every day. Day-to-day will be an examination and you and your work will be under the scanner and you will be asked to demonstrate your worth again to your supervisor during your first performance review.

Within a few months or a year from now, you will really be gauged for what you are really worth and the company will assess you on whether you have lived up to their expectations and lived up to the faith they had imposed in you, whilst hiring you? The first performance review will demonstrate your worth and the value you bring to the company.

Needless to say, the appraisal of your work will not have the same pressure and the agonizing moments of suspense and doubt that prevailed during your job interview, but make no mistake it will set the tone for your future work at the workplace.

Depending on how you have ranked in your employers eyes, your work schedules will be reworked accordingly, who you work with and even your salary could be subjected to modification. It always pays to keep the first appraisal in mind and be as prepared for it as you were for the job-interviews.

From day one on the job, to the day of the appraisal, every day you are under scrutiny and points are being ticked for and against you. The first appraisal will set the benchmark for you and further performance appraisals will be compared and matched with it.

The key to managing an exceptional performance review is working towards it and being conscious of it. Develop a good working relationship with your peers. Interact with your boss and superiors. Make yourself visible. Let people see and observe that you are working. At times go beyond your stipulated work and timings. Go the extra mile, help someone else in work that he is unable to do. Be aware of the company's objectives and work towards it. Be proactive and not wait for something to be assigned to you before you do it. It always pays to be punctual and regular in your work. A punctual worker is a conscientious worker.

However, if you have not worked towards your performance review over the days you have been



working, which would have been ideal, here are a few things that you can do, when the appraisal is mere days away.

1) Make A List Of Your Key Achievements

Reflect on all that you have accomplished during your time so far and, just as you highlighted them on your job resume, prior to your interviews, outline them again. Wherever possible specify and mention precise results, like how your action resolved a possible cancellation of orders and your introduction of monitoring system reduced tardiness by 50 percent.

2) Make Sure Present These Accomplishments Are Noticed

You may have done outstanding work during your tenure so far, but beyond your immediate circle those who matter may not know of them. Communicating your achievements is very essential. Memorize them in such a manner that they are on the tip of your tongue and you will be able to rattle over statistics and exact figures and dates of accomplishments, wherever and whenever the opportunity arises. Another more formal way is to make a career portfolio, a binder that details all you would like to show your supervisor. Keep a copy of the bind and leave the original one with the supervisor for him to peruse at his leisure.

3) Develop a Positive Attitude

If you adopt a lackluster, couldn't-care-less attitude towards your performance review, understand that others will do the same and you will not be taken seriously. Moreover, other more forceful and spirited colleagues, who may have lesser achievements to their credit, will still march over you. The stupidest thing you can do for your career as a new employee is to go through the process unresponsively.

4) Know What You Want Cover

Your manager or the ones who are going to do the appraisal obviously have an agenda of their own and a list of questions that they will want to ask you, but you also make a comprehensive list of what you'd like to cover during your actual review meeting. This list should not be influenced by the manager's agenda. Focus on what you want to tell them and not what they want to ask you or talk about.

5) It's Not Going To Be Easy

Performance reviews are not a breeze and should not be taken lightly, they could end up becoming nerve-racking and infuriating, because there could be some criticism about your work. However do not explain or defend yourself if you get some constructive criticism during the meeting, it will only help you improve. Thank them for pointing out your shortcomings and assure that you will strive



hard to overcome them. Talk only when you are asked to and don't interrupt. Listening will pay rich dividends. Of course this does not mean that you do not apprise them of all that you have done during the past few months. Do it in a subtle manner that does not convey an attitude of boastfulness and arrogance.

However, I will reiterate what I told you at the beginning of this article. If you have been working on it from the beginning, than the chances of your appraisal being a mere formality will be just that.

See the following articles for more information:

- [21 Major Interview Mistakes to Avoid at All Costs](#)
- [The Best Way to Prepare for a Job Search and Interviews](#)
- [How to Talk About Other Interviews in Your Interviews](#)
- [How to Answer the Tell Me About Yourself Interview Question](#)
- [How to Answer the Do You Have Any Questions for Me Interview Question](#)