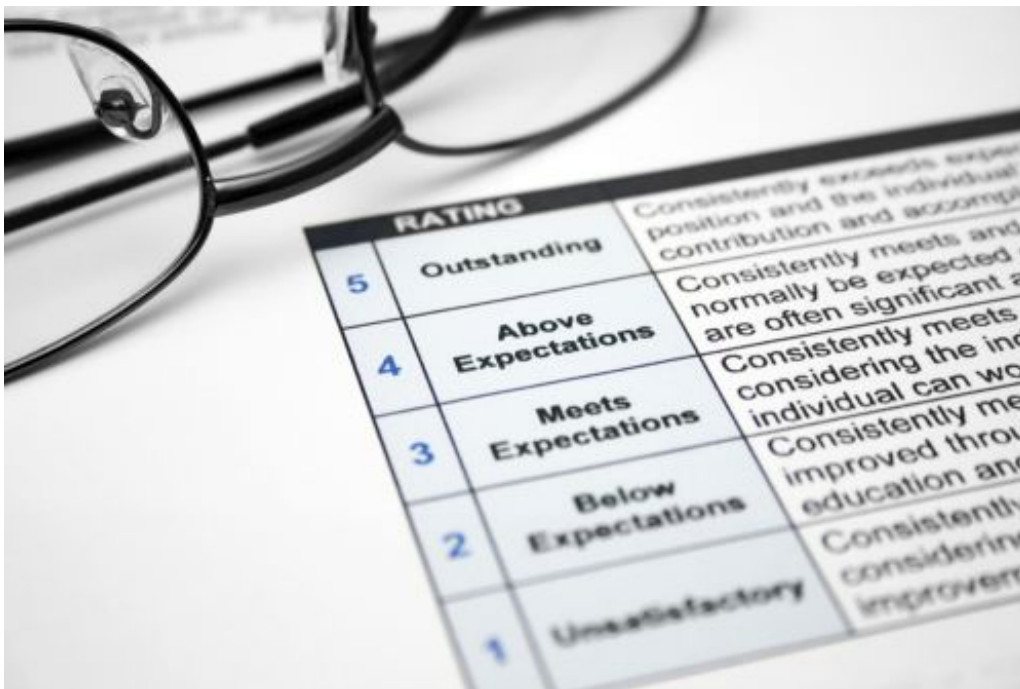


## Tips on How to Ace Your Annual Performance Review

Summary: As an employee every individual waits for the annual performance review at their organization. While some people aren't really bothered about what the review has in store, if you're looking for career development then this is one of the most important phases in your career. It's important to perform well at work in order to be appreciated and considered for a salary hike, but it's also important to get noticed.



If you're looking for **positive feedback during the annual review**, here are some points that you should keep handy.

1. **Make Your Presence Felt** - This is not a bad thing and it's what all your coworkers will be trying to do in one way or another. You don't need to be loud to attract attention, just be your best self and be positive to get the confidence boost you need to ensure your bosses don't ignore you during your annual performance review.
2. **Prepare** - Part of the reason you want to get noticed at an annual review is because you're looking for a salary hike. This means you need to stay prepared for what the annual performance review has in store. Start early and get noticed (in a good way) for the kind of work you do. Keep all your records with you during the review and be prepared to hand them out so your seniors know you're expecting credit for all the effort that you've put in.
3. **Look for Feedback** - An appraisal is a chance for career growth. If you're looking at it only



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for a salary hike, you should rethink your approach. You need to convince the people that work with you about your worth and ensure they also feel you're progressing in your career. Feedback from coworkers is some of the most honest feedback that you can get. Even though this feedback is not something you always want to hear, it actually can help you improve as an individual.

4. **Send a Clear Message** - You may have attended annual performance reviews without uttering a word. You did this hoping that your boss will notice all the hard work you've been doing. However, there are a number of other employees who feel the same about what they do. The best way to achieve a salary hike is to send a clear message to your boss telling him/her that you're looking for career development. You can bring this up in your next performance review.