
Preparing for Remote Performance Reviews for Staff

Columbia University is committed to providing Officers of Administration and Non-Union Support a formal year-end performance review. For a description of the full Performance Management process visit the [Performance Management for Employees](#) website page.

Participating in a Successful Review

The goal of the FY21 performance review should summarize key successes, challenges and setbacks throughout the fiscal year. Your managers will work toward delivering **balanced, fair and honest** feedback. To prepare for and fully participate in the performance review conversation, it's important to consider recent successes and potential challenges with working remotely and living through a global pandemic. It is most helpful to remain positive and focus on future performance.

You may participate in a successful remote performance review by following 3 key steps:

1. **Confirm** the performance review meeting day and time with your manager. Consider using an online video meeting format where possible. Increase your **active listening skills**. Review the [Active Listening](#) job aid.
2. **Prepare** for the review meeting by completing the prep question below. To help get you started, view a brief 3-minute video from LinkedIn Learning on [Giving Yourself an Honest Performance Review](#).
3. **Utilize** key insight for FY22 goal setting and additional emergency contingency planning.

Use the space below to capture performance expectations, metrics, coaching and feedback for work activities and projects established or accomplished July, 2020 – June, 2021.

1. Summarize your key goals, projects or significant day-to-day responsibilities.

2. Summarize key **competencies** (knowledge, skills, behaviors) you used to accomplish target goals and/or support daily operations (If applicable).

3. Summarize qualitative results (i.e., accessibility, follow-through, effective communication):

4. Summarize quantitative results (i.e., system metrics, deadlines, project standards):

Moving-Forward

Summarize insights from the discussion and recognize overall strengths, opportunities and potential performance goals for FY22.
