


Overview of Begin | Mid | End Year – Review

Ongoing Feedback

	When	What	Actions from the employee	Actions from the manager
Begin Year Review	Jan	Define OKRs for Q1 'WHAT' & Behaviors 'HOW' according to the business needs.	Define the first draft of your OKRs for Q1 or for this year.	Overview your employee's suggestion for the OKRs and align them with the team's department's OKRs.
Mid Year Review	June - July	Mid-year check-in on year-to-date progress, adjustment of the OKRs. Define OKRs for Q3.	Fill the self-assessment form prior to the meeting with your manager. Provide an update on your accomplishment's vs your OKRs (Focus on the 'WHAT' & 'HOW').	Before the meeting, review the employee's self assessment. Review progress against OKRs Define OKRs for Q3 accordingly.
Year End Review	Nov – Dec	Performance Review on the employee's performance on WHAT & HOW. Two meetings are taking place: 1st meeting: Feedback session	1st meeting: Prior to the meeting, fill the self-assessment form in bob and discusses with the manager. Define together the OKRs for the next quarter or for the following year *It's optional to set OKRs in this meeting.	1st meeting: Before the meeting, review the employee's self assessment on the performance. During the meeting, discuss and give feedback . Don't communicate rating.
	Feb-Mar	2nd meeting: Communication of decisions on Performance & Merit	2nd meeting: The purpose of the meeting is to communicate managers decision after feedback meeting, calibration & final approval. Therefor, the employee's responsibility lays mainly in the 1st meeting.	2nd meeting: Communicate decision of Performance & Merit.
Ongoing Feedback	Ongoing	OKRs status meeting on a monthly basis. Provide ongoing feedback on the performance on day-to-day actions.	Update your OKRs on a regular basis (Min once a month) Proactively ask for feedback from you manager, your peers and relevant stakeholders.	Review your employees OKRs progress in a monthly check in meeting. Provide ongoing feedback and make sure to follow the "7 golden rules".

Employees Guide

How to Prepare for the Mid |Year End Review?

This conversation is meant to reflect your progress and achievements on both the OKRs and Behavioral Competencies. Your preparation for the conversation can increase the probability for a meaningful conversation both for you and for your manager.

Below you can find tips for an optimal preparation:



Throughout the year:

- **Ask proactively to receive**
Feedback from your managers and your peers | interfaces
- **Update your OKRs**
On a monthly basis. Use the 'Check in notes' to share your comments.
- **Take ownership**
On your development
- **Document your work**
Keep record of your activities, accomplishments, successes and challenges. It will help you capture details while they are fresh in your mind.
- **Revisit the notes**
From your last performance conversation- How do they reflect in your current work?



In proximity to the performance conversation:

- **Gather information:**
as mentioned above
- **Define a set of questions:**
you wish to ask in the conversation.
- **Fill the self evaluation form in bob:**
The evaluation process begins with you!
- **Prepare an open mind:**
Make the most of the opportunity your performance appraisal offers, to make your contributions known and to get meaningful feedback and direction that will help you grow.