

Year-end 2021 Performance Conversations – Colleague Guide

2021 was expected to be the year where things started to return to normal, but this year has seen its own challenges...

You told us that performance conversations are important, so although ratings will be back at Year-end 2021, the emphasis will remain on having good quality meaningful conversations focussing on:

- HOW you've brought our Ways of Being Co-op to life
- The IMPACT you've had on Co-op – our colleagues, customers & communities
- Your CAPABILITY – making sure you know what you've done well and what you need to work on

Key Points:

- Year-end conversations will take place between 1st Dec and 9th Feb 2022
- Your manager will share your rating during your conversation – this shouldn't be a surprise as you should have had regular conversations about how you're getting on throughout the year
- Final ratings and comments will be released for you to view in MyPerformance in MyHR from 11th Feb 2022 once all conversations have taken place across Co-op

Prepare for your conversation...

- Think about the last year as a whole
- Look at your MY21 conversation summary and use the Co-op Behaviours & Ways of Being to help understand your impact
- Focus on preparing for a meaningful conversation, rather than collecting lots of evidence

During your conversation...

- Share how you've been getting on this year
- Discuss your strengths and behaviours and what you think your impact has been this year
- Discuss and agree the things you want to work on next year
- Let your manager know what support you need and what you want from them
- Share feedback and ask for feedback in return
- Actively listen and seek to understand by asking questions

Questions to ask yourself...

- How are you right now? In work? In life?
- What's been your proudest achievement this year – in work? In your life?
- What's been the most important thing you've learnt this year?
- What strengths and behaviours have you relied on or developed this year? How have you used them? How will they help you in the future?
- Where do you want to focus your development?
- What do you need from your manager? And where else might you get support?