



Great review write ups

Why it's important

What we put into writing at mid and end of year to support the colleague's rating is important as it provides an ongoing record of their performance at Co-op.

Our comments should support the decision for the rating and be a summary of feedback, 121's and development conversations that have happened throughout the previous 6 or 12 months.

How to structure it

Summarise - Start with a summary of their achievement over the whole period that's being reviewed. Make sure you balance the 'what' and the 'how', thinking about our Co-op Ways of Being.

Key Achievements - Include any stand out moments in your summary.

Goals and objectives - Reference their goals and what they've achieved as a result. How have they dealt with situations and what have been their key learnings.

Areas to focus on - Include what you'd like the colleague to focus on in the next 6-12 months - be clear and specific on what they should accomplish. What strengths do they need and what are their development areas.

What's the recipe for a great review summary?

Keep it clear and easy to understand

Nothing new - your summary should refer back to what you've already discussed

Cover the whole review period

Keep it about the individual and use clear examples

Stand by the rating you give and be able to give relevant examples

Remember - enter your comments into My.Performance in MyHR at mid and year-end after the performance discussion.