



NAVIGATING PERFORMANCE EVALUATIONS:

PREPARING, RECEIVING FEEDBACK & GROWING

Performance evaluations can feel intimidating, especially if you're new to the workforce or returning after time away—but they're also a valuable chance to show your growth and commitment. Evaluations offer a moment to build trust and highlight your value on the job. At Talent Nova, we're here to help you prepare, receive feedback with confidence, and turn it into momentum for your career.

1 PREPARING FOR A PERFORMANCE EVALUATION

Review Your Job Description:

- Responsibilities & expectations
- Areas you've exceeded expectations

List Your Accomplishments:

- Reflect on your achievements
- Include specific examples
 - Completing a project ahead of schedule
 - Solving a workplace problem
 - Learning a new skill

Identify Areas for Improvement:

- Reflect on areas where you've struggled
- Prepare specific questions

2 RECEIVING FEEDBACK

Positive Feedback:

- Acknowledge it with gratitude
- Build on it to apply to future goals

Constructive Feedback:

- Stay open-minded
- Ask for specific examples
- Focus on solutions

Unclear Feedback:

- Ask for clarity & elaboration
- Repeat the feedback in your own words to ensure you understand

3 TRACKING YOUR OWN PERFORMANCE

How to Track your Progress:

- Use a journal or app
- Document wins
- Set personal goals

Benefits of Tracking:

- Confidence going into evaluations
- Identifies patterns & areas for improvement

4 PUTTING FEEDBACK INTO ACTION

Steps to Take:

- Set goals based on feedback
- Create a timeline of actionable steps with deadlines
- Check in regularly with follow-ups
- Celebrate your growth - recognize and reward yourself

PERFORMANCE EVALUATION PREP CHECKLIST

Task:

- ☐ Re-read your job description – know what’s expected.
- ☐ List at least 3 things you’ve done well this cycle.
- ☐ Name one challenge you’ve overcome and how.
- ☐ Prepare 2 questions to ask your manager. (e.g., What skill would help me grow in this role?)

TRACK YOUR GROWTH YEAR-ROUND

Date	What I Worked On	Wins	Challenges	Notes for Evaluation

TIPS:

- Screenshot positive emails or messages
- Keep a “Work Wins” folder
- Write short weekly reflections

POST-EVALUATION:

Turn **feedback** into **action**. Use this mini action plan to follow through.

Goal	Action Steps	Deadlines	Outcome
Improve communication	Give weekly team updates	4 weeks	Clearer team flow
Grow time management	Use calendar reminders	6 weeks	Fewer missed deadlines
Be more collaborative	Speak up in conversation	Ongoing	Stronger team trust

Quick Wins to Keep You Going:

- Check in with your manager in 30 days
- Celebrate any progress—big or small
- Share growth updates in team meetings

Join Talent Nova today for resources, tools, and a supportive community that equips justice-impacted job seekers for success in the modern workforce. Your journey starts here!

