



## Current Performance Reflection Worksheet

The first step in advancing within MIT is to be an excellent performer in your current job. Be careful to avoid the trap of being more focused on your future than on distinguishing yourself in the present. Using the worksheet below, take some time to review and reflect on your current performance. Discuss the worksheet with your manager and develop an action plan for achieving and maintaining excellent performance.

What rating did you receive during your most recent performance review?



Below, write your own summary of why your manager gave you this rating? Run the summary by your manager to confirm your understanding is accurate. Discuss areas where your views differ and be open to your manager's perspective.

If you received the highest rating, did you and your manager discuss your next career step?



- Yes
- No

If yes, write your own summary below. Run the summary by your manager to confirm your understanding is accurate. Discuss areas where your views differ and be open to your manager's perspective. Draw from this summary and discussion for your Individual Career Plan.

If no, ask your manager for a discussion around next career steps.



If you did not receive the highest rating, do you understand why? →

- Yes
- No

If yes, write your own summary below. Run the summary by your manager to confirm your understanding is accurate. Discuss areas where your views differ and be open to your manager's perspective. Draw from this summary and discussion for your Individual Development Plan.

If no, ask your manager for clarification.

What additional questions do you have about your current performance? List the questions below and ask them of your manager. Ask for and be open to candid and constructive feedback, as that will help you understand what you need to do to become an excellent performer. If it would be helpful, ask colleagues for their candid and constructive feedback on your performance.

What specific actions will you take and what specific behaviors will work to display to become an excellent performer? List the actions and behaviors below. Be specific, so you know precisely what to do. Run these by your manager to confirm they are accurate. Discuss areas where your views differ and be open to your manager's perspective. If you don't know what actions and behaviors are necessary, ask your manager for guidance.