

## Tips for Reviewees

- Be open in filling out your self-appraisal and in discussing it with your reviewer.
- Be interested in what the organization has to say about how you are doing. Ask clarifying questions to be sure you thoroughly understand what is being told to you. It is exciting to learn how others think about you and about how you can improve. You want to be aggressive about getting all the input you can towards that end.
- Do not ask who made specific comments in your appraisal. By the time you receive this information “who said what” is not important.

