

Year End Assessment for Managers

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What is the Year-End Performance Assessment?

The Year-end Performance Assessment is a core element of the performance cycle. It is a time for individuals to reflect on their greatest achievements *and* their biggest challenges, and prepare for the year ahead.

The Year-end Performance Assessment is the last Check-In/ Snapshot of the year that covers the entire year. The result of the assessment is a year-end performance rating.

How should I prepare for the Year-End Assessment?

1. **Think** about your team. How did they make a difference in the past year? What do you appreciate most? What will get them to the next level (behaviors, skills, career, etc.)? How can you support them? What feedback do they need to help them grow?
2. **Review** each team member's Year-end Assessment. Consider their perspective and offer your feedback, recognition, and support. [Click here](#) for a quick reminder on how to prepare for a meaningful discussion.
3. **Focus** on not only what they achieved, but *how*. Assess the behaviors that they demonstrated, seek feedback from key stakeholders, and prepare for a quality conversation about what you saw, what you would like to see more of, and the impact it will have on Syensqo, our customers, and the individual. And, please make sure to ask for feedback on how you led. Listen without judgment and reflect on it.
4. **Suggest** a rating and prepare for [Calibration](#).

What do I need to do in the Performance tool?

- The Year-End Assessment form will open automatically at the beginning of the assessment period.
- Goal and development content is pulled from previous Check-Ins and Snapshots forms throughout the year.
- Both you and your manager contribute to filling out the form.
- Click [here](#) to see more information and support.

How should I assess the performance of an individual who was on leave for a portion of the year?

Just as we would *increase* expectations during the year when an employee is promoted, managers must adjust expectations and objectives when an employee is on leave and then assess the individual's contribution based on those objectives

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- [How to Prepare for a Performance Discussion \(Manager\)](#)
- [How to Support my Employee's Development](#)

Helpful Tools

- [Year-End Assessment Video](#)