

oneAdvanced

# Getting Started

Clear Review



# What is this?

Continuous performance management enables employees to perform at their best, encouraging high achievement and a focus on development, through regular conversations with their manager.

Clear Review notes key points from discussions, tracks objectives, and captures feedback given and received, helping everyone to frequently check-in on progress.

# What you'll be doing regularly



## Set near term business and personal goals

Align them to the business goals, or to your own personal development plans.



## Give and receive regular feedback

Request and offer positive feedback, but also welcome advice from others about what you can learn from or improve.



## Have regular check-in meetings

Book short but regular meetings with your manager to keep you on track, set actions and revise goals.





# Get Started

Log in to Clear Review and then...

## 1. Book your first check-in

Set some time with your manager to have your first check in meeting – get it booked into their diary as soon as possible.

## 3. Ask for some feedback

Open your Feedback page and request some feedback from a colleague or manager. Ask about something specific -a recent project, a task or an interaction – to feedback on. Whilst you're there, why not offer some feedback too – just click on the Give Feedback button.

## 5. Make time to progress your objectives

Set aside some time each week to work on your objectives. Update your progress as you go along on your Objectives page. Don't forget to complete any actions you agreed at your Check-in meeting -you'll see them on your Actions page and you can tick them off when they are done.

## 2. Prepare some objectives

Think about the short-term objectives that you need to achieve over the next few months and how they contribute to the organisation's wider goals. Note down one or two personal development objectives – what will help you to perform at your best, or prepare you for future goals, projects

## 4. Have your first check-in meeting

Go to your Check-ins page and Add a Check-in. At the meeting, discuss and finalise your proposed objectives for the next few months. Talk through the prompts for discussion and agree some follow up Actions to progress before your next Check-in meeting. Book a date for your next Check-in.



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