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***How to ace your employee performance review***

Most companies have some sort of employee performance review that is conducted. Performance reviews are often completed at different milestones during employment or at specific time frames such as quarterly or annually. If you are unsure of the performance review process with your employer, follow up with a supervisor or manager for information and details. Before a performance review is conducted you as an employee need to know your job expectations. If you are uncertain of any requirements of your job duties, it is imperative to work with management to define your responsibilities. It is also important to be engaged in your performance review process. Ways to be engaged are to have objectives or goals that you want to meet through your employment. Be active and show effort in working to meet your goals. There are many ways that you can contribute to receiving a positive performance review. Some tips include being flexible, show interest in training opportunities, have a positive attitude, utilize both positive and negative feedback, good attendance, quality work performance, and be a team player. It’s helpful to periodically check in with your supervisor or management for a progress report.

When the time comes for your performance review have some notes of positive examples you have accomplished with your job expectations, along with some goals for your next review. Supervisors and managers can’t always remember everything great you have done. Its helpful to have examples of how you utilized some of the tips provided above. During the review try to keep an open mind. Sometimes it is difficult to take criticism, try not to react with emotions. Listen to feedback and take notes to later review. If you become upset, ask to have a break or calmly finish the review and then request a follow up after you take some time to think things through and reflect. When the review is over be sure to have set clear goals to work on for the next review to ensure personal growth and thank your supervisor or manager for their time. ~ Savannah and Jennifer

 **Participating Employers**

* **Lake Trust Credit Union**
* **GKI Foods**
* **Thai Summit**
* **Brighton NC Machine**
* **TG Fluid System**
* **March Coatings**
* **Novares**
* **Work Skills Corporation**

**143**

**Employees Served in March**

**324**

**Services Provided in March**

**Network in Action**

**Unexpected Eviction:**

An employee and his children received a notice of having to find new housing. The home they were renting was going to be sold. He had a housing voucher and less than 30 days to find a new place which became challenging. The success coach was able to provide guidance, housing leads and follow up with other agencies. Through leads and helping to gather all needed documents the family was approved for a new apartment that accepted the voucher. The success coach also assisted with a gas card for moving expenses which enabled them to move before their eviction date. The employee reports the family is getting back into a normal routine and was very grateful for support during a trying time.

**Upcoming Events**

**Friday’s from 4pm-6pm and Saturday’s 8am-11am** - Easter giveaway @ Bountiful Harvest, Brighton Community Center, 555 Brighton St. Brighton MI 48116. Food and Easter baskets for kids. Also has food pantry and clothing available.

**April 18, 2019** – Feeding my family costs how much? 4:30-5:30Pm. ELGA Credit Union Lapeer 799 Harrison Street Lapeer Mi 48446. Learn to budget and plan meals for the month. How to eat more at home but still dine out some days.

**April 22, 2019 –** Financial freedom workshop, 5:00-6:00PM ELGA Credit Union Burton 2305 Center Road Burton MI 48519. Set yourself up to be debt free.

**April 27, 2019**- Homebuyer education, 9am-2pm. Flint MSU Extension office, 605 N. Saginaw St. Flint, MI 48502

**April 27, 2019** – Crime Victims Resource Fair, 11am-2pm. Berston Field House 3300 N. Saginaw St. Flint, MI 48505

**April 27, 2019**- Parent and child (10yrs +) reality tour- Livingston EMS – 1811 Tooely Road Howell, MI 48855. Dramatic presentation of drug consequences, coping skills and Q&A. [www.realitytour.org](http://www.realitytour.org) or wakeuplivingston@gmail.com

**April 27, 2019** – Red Barrel Collection- Genoa Township Hall, 10am-2pm. 2911 Dorr Road Brighton, MI Bring any unused and outdated medications (over the counter and prescription) including needles to be safely disposed and drop in the red barrel.

**May 7, 2019** – Ask a tech, 10am-noon. Howell Carnegie Library 314 W. Grand River Howell, MI 48843. Have questions or need help with laptop, kindle or other smart devices. Email and other application help. Check in at the information desk.

**May 9, 2019** – Bloom- Event for new and expecting mothers 6-9pm. $15 cost McLaren Hospitality house G-3170 Beecher Rd. Flint, MI 48532. Resources and give ways with light refreshments. For info & Tickets visit Mid-Michigan moms blog Facebook

**June 1 and 2, 2019**- Pinckney Art in the park- 10am-5pm- Putnam Square Pinckney, MI 48169. Children’s fair sponsored by the CAP council.