

Managing stress around performance evaluations

Discover practical strategies to support
your health and well-being



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Performance evaluations provide a structured opportunity for receiving feedback and experiencing growth, but they can also be a source of stress and anxiety. Processing critical feedback can trigger defensive reactions, anger or self-consciousness, and may lead some individuals to withdraw or develop self-defeating thoughts. This resource offers practical strategies for managing stress related to performance evaluations, helping you feel confident and empowered.



CREATING A FOUNDATION FOR SUCCESS



CLARITY AND PREPARATION

Before your performance evaluation, take the time to understand the process and prepare for the discussion. This will help you navigate the evaluation effectively, allowing you to communicate confidently and provide valuable insights.

Review the format: Understanding the structure of the evaluation can reduce uncertainty. To help you prepare, review the criteria, rating system and key areas of the evaluation.

Clarify expectations: If you have any doubts about the process or the expectations, reach out to your leader or human resource representative for clarification. Knowing what is expected can alleviate anxiety and help you focus on the appropriate areas.

Prepare in advance: Conduct a self-assessment by reviewing your accomplishments, challenges and goals. Be sure to take the necessary time to prepare concrete examples, anticipate potential questions and practice your responses. This can help reduce nervousness and ensure you communicate more effectively during the evaluation.

STRESS MANAGEMENT

Performance evaluations often cause stress and anxiety, leading many employees to feel apprehensive. To stay calm and focused before the discussion, incorporate a variety of coping strategies into your daily routine.

Utilize relaxation

techniques: Managing stress through relaxation can benefit both your physical and mental health. Techniques such as deep breathing exercises, meditation and body scans are easy to practice and can be done almost anywhere.



Maintain a healthy routine: A healthy lifestyle can improve your overall resilience to stress. Prioritize your well-being by eating a balanced diet, engaging in activities you enjoy and getting adequate sleep.

Avoid last-minute preparation: Give yourself ample time to prepare for the evaluation. Last-minute cramming can increase stress and decrease the quality of your preparation.

Practice positive self-talk: Challenge negative thoughts by focusing on positive affirmations. Take the time to remind yourself of your successes, skills and strengths to build self-confidence and reduce anxiety.

NAVIGATING PROCESS TO PROGRESS

THE EVALUATION

Performance evaluations are valuable opportunities. By approaching them with a positive mindset and active engagement, you can ensure a meaningful conversation that supports your personal and professional growth.

Manage your reactions: Take a deep breath and be open to hearing constructive feedback. If you don't feel able to respond effectively in the moment, you can simply say, "Thank you for sharing that, I'd like to take some time to think about this and come back to it later."

Reframe your perspective: Rather than seeing feedback as criticism, view it as a chance to foster your personal and professional growth. Constructive feedback and the right mindset can act as a guide to help you improve your skills and performance.

Actively participate: Practice active listening and take time to consider the feedback before responding. To ensure you make the most out of your evaluation, consider taking notes, asking clarifying questions and actively contributing to the discussion.

Practice positive affirmations: Acknowledge your strengths and achievements and remind yourself that critical feedback is not a direct reflection of who you are. Focus on the qualities that make you a valuable employee.

POST-EVALUATION

The steps you take after a performance evaluation are just as important as the ones you take before your meeting. Once the evaluation is complete, it's a valuable time to reflect on the experience and define your next steps.

Reflect and acknowledge your efforts: After reviewing the feedback, reflect on it and acknowledge your efforts. Consider how it aligns with your self-assessment and recognize your achievements and preparation. Celebrating your hard work can boost your morale and reinforce a positive mindset.

Create an action plan: Develop an action plan based on the feedback and goals discussed during your evaluation. Setting clear, actionable steps will help you address any areas for development and track your progress.





SEEKING SUPPORT WHEN YOU NEED IT

ASSISTANCE AND RESOURCES

It's completely normal to feel anxious or stressed after a performance evaluation. Access available support to help you navigate any challenges you may face.

Discuss concerns with a trusted confidant: A mentor or colleague can provide a unique perspective and valuable advice. By discussing your concerns with a trusted confidant, you leverage their insights and support to enhance your problem-solving capabilities and emotional well-being.

Access your Employee Assistance Program: If stress becomes overwhelming, consider utilizing your Employee Assistance Program (EAP) offered by your organization. EAPs provide confidential and professional counselling services to help resolve personal issues. They also offer a range of specialized support services tailored to your individual needs.

WORKPLACE WELL-BEING

Through our digital wellness platform, members with EAP benefits from Manitoba Blue Cross can access a collection of workplace well-being resources created by our team of experts. Resources include:



comprehensive overviews of the services available to those with EAP benefits.



available workshops and seminars on a range of topics that support interactive learning and practice in the workplace.



downloadable content with advice and tools tailored to the needs of both leaders and employees.



a curated collection of digital articles on a variety of topics related to health and well-being in the workplace.



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well-being resources at**

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