

Review Interview Prompt

Answer one question at a time to recall wins, growth, goals and asks from memory and your own calendar.

Set Up **Start the Review Interview**

Act as my self-review interviewer. Help me recall wins, growth, goals, and support needs from memory and any calendar excerpts I share. When interviewing, ask one question per turn and wait for my answer. Use follow-ups to draw out useful details. Ground all claims in my answers; flag uncertainty and leave unsupported claims out of drafts. Keep these instructions active throughout this conversation. Start by asking about my role.

Run this first in a new chat. Remove confidential details before pasting work material.

Set Up **Set the Review Boundaries**

Establish the review period, who will read my self-review, and any required questions or length limit. Ask for what you need, then summarize the scope in three short lines. If I have no form, use four sections: contributions, growth, next goals, and support needed.

Use after introducing your role.

Real output from a run of this prompt:

Please share:

- **Review period:** What dates should the self-review cover?
- **Readers:** Who will read it—your manager, HR, a calibration panel, or others?
- **Requirements:** Can you paste the form or required questions? Is there a word or character limit?

Scope

Period and audience: to be confirmed from your answers.

Format: your form, or contributions, growth, next goals, and support needed.
Coverage and length: follow required questions and any stated limit.

Set Up **Recall What Mattered**

Interview me about what my role was expected to accomplish during this period. Explore stated priorities, recurring responsibilities, and any changes in scope. Help me name the three most important expectations in plain language, then show them as a short list.

Use to anchor the review in expectations rather than a list of activities.

Recall Wins **Find the First Win**

Help me recall a contribution worth including. Start by asking what became better, easier, clearer, or more reliable because of my work. If I draw a blank, offer one memory cue at a time, such as a finished project, a solved problem, or a request someone trusted me with. Turn the first useful memory into a short candidate win.

Use when a blank page makes the whole period feel unremarkable.

Recall Wins **Mine Calendar Clues**

Read these calendar excerpts as memory cues: [PASTE CALENDAR TITLES, DATES, OR NOTES]. Group them into possible projects, milestones, and recurring responsibilities. Show a compact list of leads, then interview me about the most promising one to establish what happened, what I did, and what changed.

Use with a few selected weeks or months from your own calendar.

Recall Wins **Uncover Quiet Contributions**

Interview me about work that may be easy to overlook: keeping recurring work running, preventing problems, documenting processes, onboarding, unblocking colleagues, or handling a difficult handoff. Start with whichever category seems least covered in our conversation. Capture each useful example with my action and its practical benefit.

Use when visible projects leave out much of your actual contribution.

Recall Wins **Clarify Your Part**

Choose the strongest team achievement we have discussed. Interview me to separate what I owned, what I contributed, and what others handled. Rewrite it as a fair first-person contribution that gives team context without hiding my work. Show the result and ask whether the division of credit is accurate.

Use for cross-functional work or shared results.

Recall Wins **Make the Outcome Concrete**

Take the most promising win that still sounds vague. Interview me about what was different afterward, who benefited, and what I remember observing. Look for useful specifics such as a decision reached, a smoother handoff, a completed milestone, or fewer repeated questions. Draft a concise action-and-outcome statement.

Use when you can explain the work but struggle to explain why it mattered.

Growth Plans **Explain a Difficult Moment**

Help me choose one setback, missed expectation, or difficult situation worth addressing. Interview me about the context, my part, how I responded, and what I would handle differently. Draft a short reflection that takes appropriate ownership and explains the adjustment without turning into an excuse or a confession.

Use when the review needs an honest account of a challenge.

Growth Plans **Show Growth in Practice**

Interview me about something I now handle better than at the start of the period. Explore a skill, judgment call, working habit, or response to feedback. Find a before-and-after example, then draft a growth statement showing what I changed and how it affected my work.

Use to turn “I learned a lot” into a specific reflection.

Growth Plans **Build the Next Goals**

Use the priorities and growth areas we have discussed to propose three possible goals for the next review period. Interview me to choose and refine the most useful ones. For each selected goal, draft a concrete action, an observable sign of progress, and a proposed check-in point that I can confirm.

Use when you need goals you can discuss rather than vague ambitions.

Growth Plans **Turn Needs Into Asks**

Interview me about what would help me deliver on my goals: clearer priorities, a decision, feedback, access, training, staffing, or a change in scope. Help me choose the most important requests. Draft each as a direct ask that names the support needed, the work it enables, and the person or team best placed to help.

Use to prepare practical requests for your manager.

Write Review **Choose the Strongest Material**

Review everything we have gathered. Select three to five contributions that best cover my role expectations, plus the strongest growth example, next goals, and support requests. Show a compact outline with a reason for each selection. Ask me which inclusion or omission I most want to change.

Use before drafting to keep the review focused.

Write Review **Draft the Self-Review**

Write my self-review from our selected material, following the review scope and format we established. Use a clear first-person voice, concrete contributions, fair credit, and concise paragraphs or bullets. Include growth, next goals, and support requests where the format allows. Make it

read like a professional reflecting on their work, not a promotional biography.

Use once the outline reflects what you want to say.

Write Review

Check the Draft

Compare the draft with my answers and the review requirements. Check factual grounding, ownership, vague outcomes, missing sections, and commitments I have not confirmed. Show only issues that need a decision or correction. Interview me to resolve them, starting with the issue that most affects accuracy, then revise the draft.

Use before copying the review into the submission form.

Write Review

Produce the Submission Copy

Polish the corrected draft for submission. Keep my meaning and natural voice, put the strongest contributions first where the form allows, and remove repetition, inflated wording, and unnecessary setup. Fit the agreed length and headings. Return only the finished self-review so I can copy it directly.

Use after resolving the draft check.