

5 AI Prompts That Will Transform Your Next Performance Review

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Performance reviews don't have to be painful. The right AI prompt turns hours of agonizing over wording into minutes of clear, professional, high-impact writing.

Here are 5 of my best prompts — pulled from the **Performance Review AI Prompt Kit** — to get you started.

How to Use These Prompts

1. Copy the prompt into ChatGPT, Claude, or any AI assistant
2. Replace the `[bracketed sections]` with your specific details
3. Review and edit the output — AI gives you the draft, you add the judgment
4. Never submit AI-generated text without your personal review

Important: AI Ethics & Boundaries

AI is a writing tool, not a decision-maker. AI should never determine ratings, compensation decisions, PIPs, or terminations. All evaluations must be based on real performance data and human judgment.

Ground your prompts in evidence. Before using any prompt, gather your primary data: 1:1 notes, project outcomes, customer feedback, OKR dashboards, Jira/CRM data. Reference these sources in your `[bracketed sections]` so AI can build on facts, not assumptions.

Watch for bias. AI-generated text can inadvertently reflect stereotypes (gender, age, ethnicity, health). Always review output for language that references personal characteristics unrelated to performance. Focus on observable behaviors and measurable results.

Separate fact from formulation. AI can help you with the writing — the structure, tone, and clarity. But it cannot replace your observations, your notes, and your evidence base. The data must come from you; AI shapes the delivery.

Check your company's policy. Ensure AI use in performance reviews doesn't conflict with your organization's policies or local employment law. Never upload sensitive personal data into AI tools without proper authorization.

Assume everything is discoverable. AI prompts and outputs may become part of legal proceedings in the event of a dispute — especially around ratings, compensation, or termination decisions. Never include information that could indicate biased intent or that you wouldn't be comfortable explaining in a legal setting.

Prompt 1: Self-Review That Actually Showcases Your Impact

When to use: You need to write your own self-assessment and want to go beyond "I did my job." This prompt helps you frame your contributions in terms of business impact, not just activity.

I need to write a performance self-review. Here are my key accomplishments this review period:

[List 3-5 things you did – projects, initiatives, problems solved. Include data sources: OKR results, dashboards, customer feedback, project outcomes]

My role is [your title] in [your department/team].

Write a self-review (300-400 words) that:

- Leads with business impact, not tasks
- Quantifies results wherever possible
- Connects my work to team and company goals
- References specific evidence and data points
- Strikes a confident but not arrogant tone
- Includes 1-2 growth areas I'm actively working on
- Mentions 1-2 key obstacles I navigated and what support would help me be more effective

Use a professional but human voice – not corporate jargon.

Why it works: Most people undersell themselves in self-reviews because they describe what they did instead of why it mattered. This prompt forces the impact framing that managers and calibration committees actually respond to. The obstacles section helps surface systemic issues — not just individual wins.

Prompt 2: Constructive Feedback That Doesn't Destroy the Relationship

When to use: You're a manager who needs to deliver critical feedback in a written review, but you want it to land as developmental — not punitive. This is the hardest thing to write well under time pressure.

I need to write constructive feedback for a direct report's performance review.

The situation: [Describe the specific behavior or performance gap – be factual. Cite observable incidents with dates/context, not personal traits]

The impact: [What was the consequence for the team, project, or business? Reference measurable outcomes where possible]

The person: [Brief context – their level, strengths, how long they've been in role. Do NOT include protected characteristics (age, gender, health, etc.)]

Write feedback (150-200 words) that:

- Names the specific behavior, not the person's character
- Describes the impact without exaggerating
- Acknowledges their strengths genuinely (not as a "sandwich")
- Provides a clear, actionable path forward with concrete next steps
- Maintains respect and psychological safety

Tone: direct, caring, professional. This person should finish reading and feel motivated to improve, not defeated.

Why it works: The biggest mistake managers make is being either too vague ("needs improvement in communication") or too harsh. This prompt follows the SBI framework (Situation-Behavior-Impact) and produces feedback that is specific, evidence-based, and humane — the trifecta that actually changes behavior.

Prompt 3: Peer Review When You Don't Know What to Say

When to use: You've been asked to provide peer feedback for someone and you're staring at a blank text box. You know they're good, but you can't articulate how they're good in a way that helps them.

I need to write peer feedback for a colleague's performance review.

Their name: [Name]

Their role: [Title]

How we work together: [Describe the working relationship – same team, cross-functional, project-based, etc.]

Here are 2-3 specific things I've observed:

[List concrete examples – moments, projects, interactions.

Focus on behaviors and outcomes, not personality traits.

Only include what you personally witnessed – do not interpret motivations, health, or personal circumstances]

Write peer feedback (150-200 words) that:

- Highlights specific strengths with concrete behavioral examples
- Explains the impact of their contributions on our collaboration
- Stays within the boundaries of your own observations
- Includes one thoughtful growth suggestion (optional – only if genuine)
- Feels authentic, not generic

Avoid phrases like "team player" or "great communicator" without backing them up with specifics.

Why it works: Generic peer feedback is useless. "Great to work with" tells a calibration committee nothing. This prompt forces specificity, which is what makes peer feedback actually count in promotion and development conversations.

Prompt 4: Turn Vague Goals Into Measurable OKRs

When to use: It's goal-setting season and you need to convert your manager's vague direction ("improve team velocity," "be more strategic") into concrete, measurable objectives that you can actually track and demonstrate.

My manager wants me to focus on the following area next quarter:
"[Paste the vague goal or direction you were given]"

My role is [title] on the [team/department] team.

Here is what I know about current metrics and baselines:

[Include any relevant data – current numbers, team dashboards, past quarter results]

Help me turn this into 1-2 concrete OKRs (Objectives and Key Results) that:

- Have a clear, inspiring objective statement
- Include 2-3 measurable key results per objective that are outcome-based, not activity-based (e.g., "increase NPS by X points" rather than "hold 5 meetings")
- Are ambitious but achievable in one quarter
- I can actually influence (not dependent on factors outside my control)
- Would clearly demonstrate impact in a performance review

Also suggest how I should track progress on each key result (what data, what cadence).

Why it works: The gap between what managers say they want and what they'll actually reward at review time is one of the biggest sources of frustration in performance management. This prompt bridges that gap by making the implicit explicit — and grounding it in real data.

Prompt 5: Promotion Case That Makes the Decision Easy

When to use: You believe you're ready for promotion and need to build your case — either for your own self-advocacy document or to help your manager present you in calibration.

I want to build a case for my promotion from [current level] to [target level].

Here's what I've accomplished in the past [6/12] months:

[List 4-6 key accomplishments with metrics and evidence sources – OKR results, project outcomes, stakeholder feedback, revenue impact]

The expectations for [target level] at my company generally include:

[List what you know about the next level's expectations – scope, impact, leadership, technical depth, etc.]

Write a promotion case document (400-500 words) that:

- Maps my accomplishments directly to next-level expectations
- Quantifies impact with specific evidence
- Highlights where I'm already operating at the next level
- Addresses potential objections honestly
- Includes 2-3 quotes I could request from stakeholders (suggest who to ask and what to ask them)

Important: Use only real, verifiable accomplishments and metrics. Do not ask AI to fabricate results, inflate numbers, or generate fictional stakeholder quotes. Only include what you can back up with evidence.

Tone: confident, evidence-based, professional. This should make a calibration committee's decision easy.

Why it works: Most promotion cases fail not because the person isn't ready, but because the case isn't structured to match how decisions are actually made. Calibration committees compare candidates against level expectations — this prompt builds your case in that exact framework, backed by real evidence.

These Are Just the Beginning

These 5 prompts cover the essentials, but performance management has dozens of high-stakes writing moments — from PIPs to skip-level feedback to career development plans to compensation justifications.

The **Performance Review AI Prompt Kit** includes **50+ battle-tested prompts** covering every scenario you'll face as a manager or individual contributor, plus:

- Prompts for every stage of the review cycle
- Templates for calibration prep and talent discussions
- Career development conversation frameworks
- ✗ "Emergency" prompts for difficult situations (PIPs, unexpected low ratings, re-org conversations)

[Want 50+ more? Get the full kit at lana-wray.com/books](https://www.lana-wray.com/books)

Lana Wray is an HR leader with 15+ years of experience in the tech industry. She has led performance management, talent development, and organizational design for teams ranging from startups to large-scale gaming and technology companies.

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