



Your Review, Aced

Walk into your annual appraisal with proof, a plan and real composure.

10 prompts to recap your year, write your self-review, ask for a raise with numbers to back it, and leave with a plan for next year, with nothing to install.

Free for the SYSTINFO community



GOOD TO KNOW

AI prepares, you decide.

The annual review is won before the meeting. In 2026, more companies lean on AI to write, or even weigh in on, reviews, and employees use it to prepare their own. Used well, AI helps you remember, quantify and rehearse. But you do the talking, and you know your work.

- **AI does not know your work**

It only has what you give it. Feed it your facts, numbers and context, or it fills the gaps with vague filler.

- **Keep your data confidential**

Don't paste colleagues' names, sensitive internal figures or HR records. Anonymize before you share.

- **The words must stay yours**

Text that is too polished rings false in the room. Reread, cut, and keep your voice and real examples.

The right habit: let AI draft, you bring the facts and the final word.

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THE METHOD

Ten prompts, five steps.

No technical skill required. These 10 prompts walk you from prep to negotiation: take stock, write your self-review, prepare the conversation, negotiate and plan what follows. Just adapt the brackets to your case.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Take stock**

· 2 prompts

02 **Write your self-review**

· 2 prompts

03 **Prepare the conversation**

· 2 prompts

04 **Negotiate your pay**

· 2 prompts

05 **Bounce back and plan**

· 2 prompts



Your Wins, Gathered

PROMPT TO COPY

Role: you are a career coach who helps surface the work done.

Context: I am preparing my annual review as [job title] and I forget half of what I did this year.

Task: help me rebuild my list of wins from [my notes, calendar, emails].

Format: a table per quarter (achievement, my role, concrete result), from strongest to smallest.

What you get

Your memory reset. You recover forgotten wins and show up with facts, not impressions.



The Proof In Numbers

PROMPT TO COPY

Role: you are an analyst who turns an action into a measurable result.

Context: I did [describe a task or project] but I can't show its impact.

Task: help me find the numbers and markers that prove the value of my work.

Format: three ways to measure (time saved, money, quality), and one impact line ready to say.

What you get

Arguments with weight. You speak results and numbers, the language your manager remembers.



The Honest Self-Review

PROMPT TO COPY

Role: you are an HR writer who drafts clear, fair self-reviews.

Context: I must fill in my self-review from [my listed wins].

Task: write a text that values my work without exaggerating or playing it down.

Format: three short paragraphs (wins, how I work, one thing to improve), a calm tone.

What you get

A document ready to submit. You come across as you really are, neither too modest nor too sure.



Your Room To Grow

PROMPT TO COPY

Role: you are a mentor who helps you name weaknesses without weakening your case.

Context: I will be asked for my areas to improve and I fear it backfires.

Task: help me present two growth areas in a constructive way.

Format: for each, the honest observation, the action already started, and the support I ask for.

What you get

A weakness turned into a plan. You show self-awareness and drive, which managers value.



The Questions Foreseen

PROMPT TO COPY

Role: you are an experienced manager who runs annual reviews.

Context: I have my review as [job title] with [my manager] next week.

Task: list the hard questions I might face and a possible answer for each.

Format: ten sorted questions (results, struggles, future, pay), each with a short honest answer.

What you get

No surprises. You walk in ready for the unsettling questions and answer calmly.



Your Year, Told

PROMPT TO COPY

Role: you are a speaking coach who makes a recap come alive.

Context: I want to sum up my year in two minutes at the start, without reciting a list.

Task: help me build a short story linking my wins to what matters to the team.

Format: an opening, three highlights, a closing line turned toward the future.

What you get

An opening that lands. You set the tone instead of just fielding questions.



The Raise, Backed Up

PROMPT TO COPY

Role: you are a negotiator preparing a request for a raise.

Context: I want to ask for [a percent or amount] given [my results and my market].

Task: help me build a clear, backed request that is hard to refuse.

Format: the opening, three arguments ranked by strength, the target figure, and a fallback.

What you get

A solid ask. You put a justified number on the table and keep room to reach a deal.



The Answer To Objections

PROMPT TO COPY

Role: you are a coach who prepares you for a manager's objections.

Context: I fear hearing « now is not the time » or « the budget is frozen ».

Task: give me a calm, respectful answer for each likely objection.

Format: five common objections, each with a two-sentence reply that keeps the door open.

What you get

Never caught off guard. You take a no without folding and propose a concrete next step.



Your Goals For The Year

PROMPT TO COPY

Role: you are a coach who turns a review into a roadmap.

Context: my manager expects me to propose my goals for [the year ahead].

Task: help me set clear goals that help the team and are reachable.

Format: four goals (the what, why it matters, how to measure), one tied to growing my skills.

What you get

A step ahead. You arrive with a direction instead of waiting to be handed one.



The Plan After The Talk

PROMPT TO COPY

Role: you are an assistant who clarifies what follows a meeting.

Context: my review is over and I want to keep a record of what was decided.

Task: help me write a short note to myself and a follow-up message to my manager.

Format: the decisions, my commitments with dates, the promises received, and a thank-you note.

What you get

Nothing slips. Promises are written down and you track your commitments all year.



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