

## Performance Management Process Review

### What is Performance Management?

The various methods that an organisation uses to manage the performance of its employees, associates, teams, and the organisation as a whole. Whether you employ one person or thousands the **fundamental steps** of performance management are the same.

For some organisations an ‘appraisal’ is seen as a swear word, for others it is the cornerstone of employee performance. Although the following steps are often associated with **appraisals** they also apply when **tackling poor performance**, with **informal management practices** and when managing the performance of **wider teams or the entire organisation**.

### Why is Performance Management so important?

Effective performance management ensures:

- That everyone is working towards the **same goals** and on the right tasks.
- That organisations get **return on their investment** in employees and value for the salaries paid.
- That **realistic performance** data is gathered and the overall approach is **adjusted accordingly**.
- That **lessons are learned** and errors don’t escalate unchecked.
- That management and employee **time is not wasted**.

### Agree Expectations → Measure → Discuss → Take Action



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## **Review for my organisation:**

In reviewing current performance management practices consider the short term and long term; formal and informal; individual, team and organisation; managing poor performance and exemplary performance; employees, managers and leaders.

**Our performance management processes currently include:**

**Strengths in our current processes include:**

**There are gaps or potential improvements that we could make in the following areas:**

**Are all areas consistent, fair and completed at an appropriate frequency?**

**Other ways that overall performance management could be made more effective are:**