

Performance Management Process

The man who starts out going nowhere, generally gets there.

Dale Carnegie 1888-1955, author and pioneer in self-improvement and interpersonal skills

Today's Objectives

- Overview of the Performance Evaluation Process
- Discussion the Performance & Development Summary
- Establishing Performance Objectives and Standards
- Review of HR webpage
- Q&A

Performance Planning

Maybe I`m lucky to be going so slowly, because I may be going in the wrong direction.

Ashleigh Brilliant

- *Without objectives or standards in place, this is likely to happen.*
- *Performance planning is a shared responsibility by both the employee and supervisor.*

Resistance

- Managers cite performance reviews as one of their most disliked tasks.
- Employees express concern that the evaluation process is not objective.
- How can the process be easier and more objective?

Performance Management

- Performance management eliminates the performance review as the **focus** and concentrates instead on the entire spectrum of performance management and improvement strategies.
- The majority of your performance evaluation conversation should **FOCUS ON THE FUTURE**.

Focus on the Future

- Employee performance improvement

Identify duties/actions for improvement, e.g., improving spreadsheet or Power point skills. Focus on internal, habit-changing behaviors, e.g., interpersonal skills, building trust between colleagues. These are known as competencies, which we will identify for each role.

Ways to improve and develop in your role:

- Training and Development
- Cross-training
- Challenging assignments
- Request regular performance feedback

Alignment with..

- Department and School vision and goals
- Departmental strategy and action plan
- Expectations
- Individual capabilities (skills, knowledge and abilities)

Fully utilizing your strengths will have a significant impact on your results.

Employee Engagement Leads to...

- Clear communication and expectations.
- Opportunities for tapping into employees' interests and passions.
- Discovering development and training opportunities for higher effectiveness and retention.

Overall Objective

- The Performance Management Process should be ongoing throughout the year. Expectations should be communicated clearly on a regular basis.
- There should be **NO SURPRISES!**