

Strengthening Performance Management



What you will take forward

- A better understanding of what Performance Management is and the benefits it has on a team and organization.
- Information and resources to support the annual performance evaluation process.
- Coaching practices to enhance continuous engagement.
- Tips on how to:
 - Set SMART goals and create opportunities for employees to learn and develop new skills.
 - Continuously align individual goals with organizational objectives and providing support and resources to help your employees succeed.
- A good feeling...if we've done our job right!








Annual Performance Evaluations

The goal is that the performance evaluation process will serve to inspire, motivate, and further engage employees.

- Reflect on performance and work performed over the last 6-months to a year.
- Set goals; consider what goals have already been met, and if not achieved, consider how to move forward.
- Consider challenges that were faced.
- Consider support the employee needs or may need in the future.
- Discuss how the employee sees their work moving forward – pay attention to how you can support and encourage them to do their best work and develop their career.

SMART Goal-Setting

S	Specific	Make your goal specific and narrow for more effective planning	
M	Measurable	Make sure your goal and progress are measurable	
A	Achievable	Make sure you can reasonably accomplish your goal within a certain time frame	
R	Relevant	Your goal should align with your values and long-term objectives	
T	Time-based	Set a realistic but ambitious end date to clarify task prioritization and increase motivation	

Set goals; consider what goals were met over evaluation period, and if not achieved, consider how to move forward.

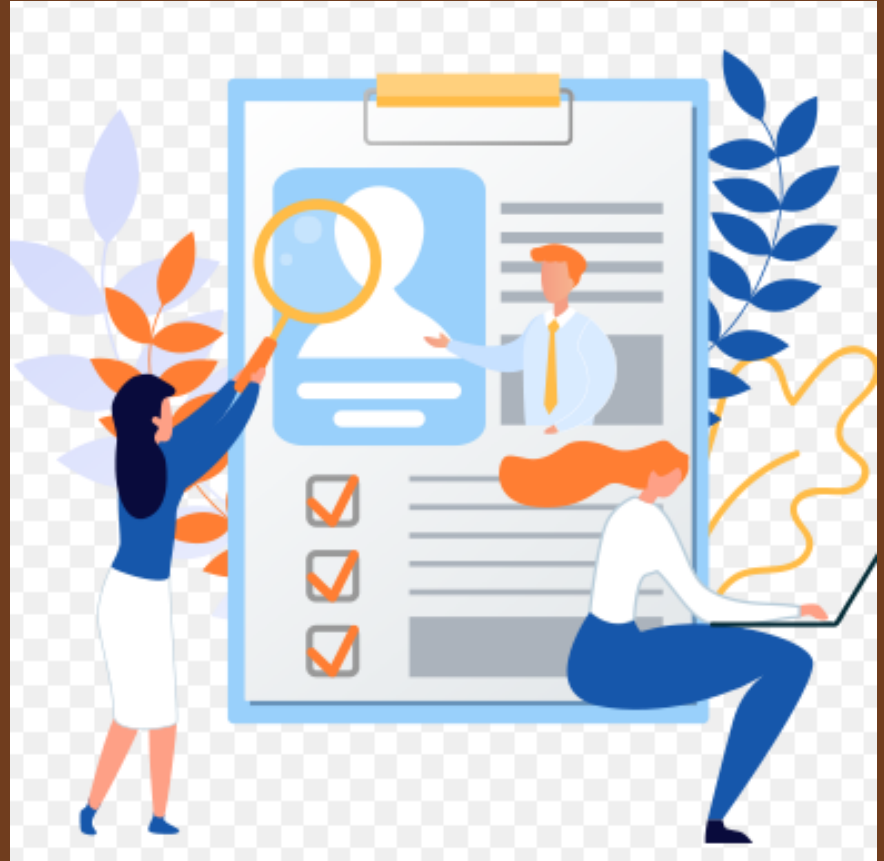
Performance Evaluations Tools

- (1) Voluntary Employee Evaluation Prep Worksheet: completed by the employee in advance of the evaluation meeting
- (2) the Performance Evaluation Form

These tools are readily accessible on the [HR intranet](#).

Resources for Supervisors

Let's take a moment to review the [Supervisor Guidelines](#)!



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Continuous Feedback and Coaching Practices

- Society for Human Resource Management (SHRM) highlights the importance of regular, real-time feedback. This involves frequent check-ins, providing guidance and addressing issues promptly, and fostering a culture of open communication and coaching.
- Studies suggest this approach can lead to increased employee engagement, motivation, and initiative.
- Encourage scheduling ongoing (weekly or biweekly) 1:1 meetings with your employee(s) to review:
 - a. Goal alignment (re-establish or modify goals where needed)
 - b. Time management
 - c. Proactive problem solving
 - d. Skill enhancement

Benefits of continuous engagement through 1:1 meetings

- Increased employee engagement
- Improved Teamwork
- Culture of Feedback
- Reduced Turnover
- Increased Trust and Rapport

FAQ

- Do I need to complete all my employee evaluations at the same time?
- What training or resources can support the employees development?
- What if I'm a new manager and don't have enough information to evaluate an employee?
- Where can I get a copy of my employees job description?

Q&A



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