

Engage! HR Solutions

8 Performance Management Best Practices

These are the essentials of performance management.

1. Identify the goals of your performance management initiatives.
2. Define job roles and functions.
3. Implement an action plan and timeline to complete goals. Set quarterly goals instead of annual goals. This keeps employees engaged.
4. Monitor employees' progress toward meeting performance goals.
5. Schedule manager employee feedback monthly or quarterly meetings. This is a great opportunity for managers to provide feedback, ensure the employee is on the right track and solve any problems/answer questions as needed.
6. Manager training and support is key to success. Managers need the tools and information on how to provide constructive feedback, conduct performance evaluation meetings, set expectations and hold employees accountable.
7. Collect feedback from others. The approach is to collect feedback for a more holistic approach.
8. Recognize and reward performance! Recognize your employees for their hard work and continued commitment to the company. You can recognize them in a team meeting, department town hall or write a note saying thanks.



Contact Elizabeth at Engage! HR Solutions at engagehr.elizabeth@gmail.com to build a performance management program for your employees.