



PERFORMANCE MANAGEMENT PROCESS

STAGE 1: PLANNING

Communicate

Managers and employees discuss plans and set expectations.

Define Goals

Establish clear objectives & expectations that align with your agency's mission and goals.

Set SMART goals :

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound

Set Expectations

Individual goals must include performance tasks.

Include Behaviors

Statewide/agency values and work behaviors are included.

CORE OF PERFORMANCE MANAGEMENT

STAGE 2: FEEDBACK

PERFORMANCE PLAN



Ongoing Dialogue



Managers and employees should continue to discuss the plan throughout the year to refine and update it.

STAGE 3: EVALUATION

This stage reflects the year's work. With continuous dialogue throughout the year, this stage shouldn't hold any surprises.



Exceeds Expectations

Employee continuously performs *above and beyond* the performance plan goals.



Meets Expectations

Employee continuously meets plan goals. This is a positive rating to receive.



Does Not Meet Expectations

Employee is not meeting performance plan goals.



Finished with Stage 3?

Time to start the Planning Stage for the coming year!