The Performance Management Process

This module does not only allow for small transactional operations. It supports a full Performance Management process, or life cycle. Three roles play an active part in the process namely:

- the employee,
- his/her performance manager,
- and the Performance Administrator.

Typical timelines for a 12-month performance process are shown in the diagram below. Note in this example the performance year runs from July to June.

Performance year							
Mid-year review period (6 months)				Final review period (total 11 months)			
Contracting	Review				Re-contracting	Review and finalisation	Moderation
(1–31 Jul)	(1–31 Dec)				(1–31 Jan)	(1–31 May)	
JULY	DECEMBER				JANUARY	MAY	JUNE

Going into a bit more detail, the review periods and their phases can be illustrated as follows, again for a typical 12-month performance cycle having 2 review periods.

> Employees start setting their performance objectives (called contracting) in the beginning of the performance year.

> When the objectives have been approved by a manager, the manager and employee can start to collaborate via the Check-in functionality.

When the review/rating phase starts, the check-ins are locked - only allowing access for the reviews.

Going into the year's second review period, a brief re-contracting is done to confirm the existing objectives.

Again, the process is supported by the check-in functionality.

And followed by the final, or second review phase.

Optionally, a value survey could be run concurrently with the second review period.
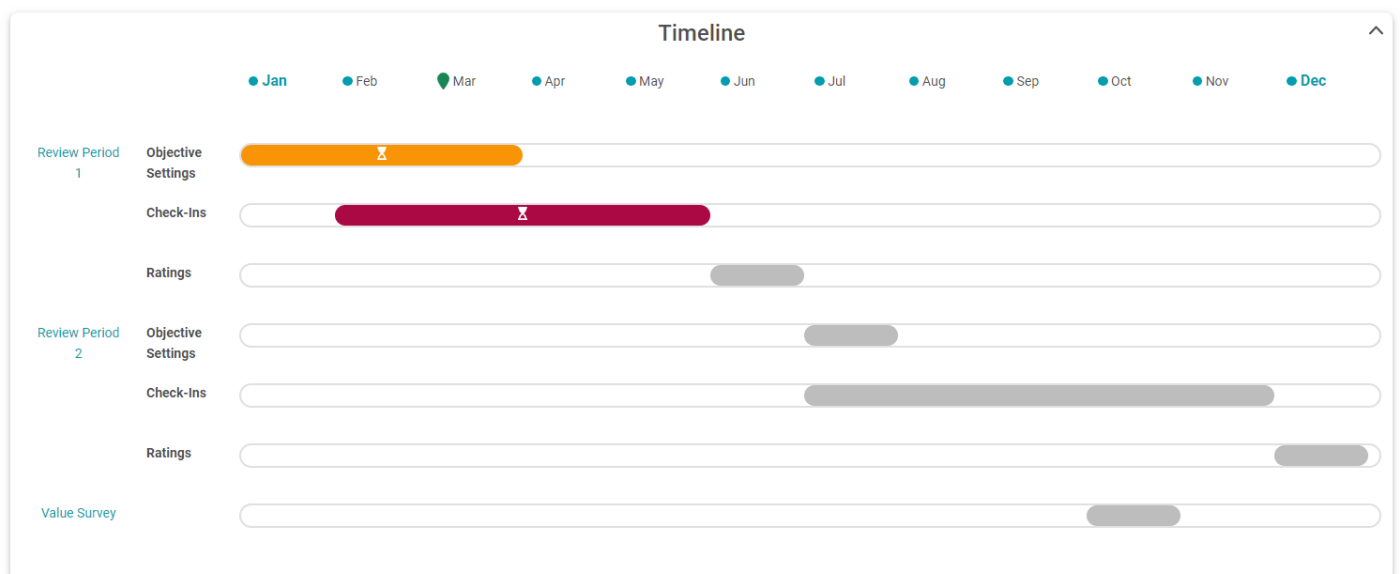
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