

Chapter 4: Using the Performance Management Module

The true value of the **Performance Management** module lies in how it's used to drive individual and organisational success. This chapter offers practical guidance on the module's key functionalities, including goal or objective setting, conducting performance reviews, and giving constructive feedback. Each section is designed to provide step-by-step instructions to help you maximise the system's potential.

By understanding how to effectively utilise these features, you'll empower your organisation to build a culture of continuous improvement and achieve measurable outcomes.

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Creating a Performance Agreement

Objective Setting Phase

Check-In Phase

Ratings Phase

Re-contracting Phase

Completing the Performance Cycle