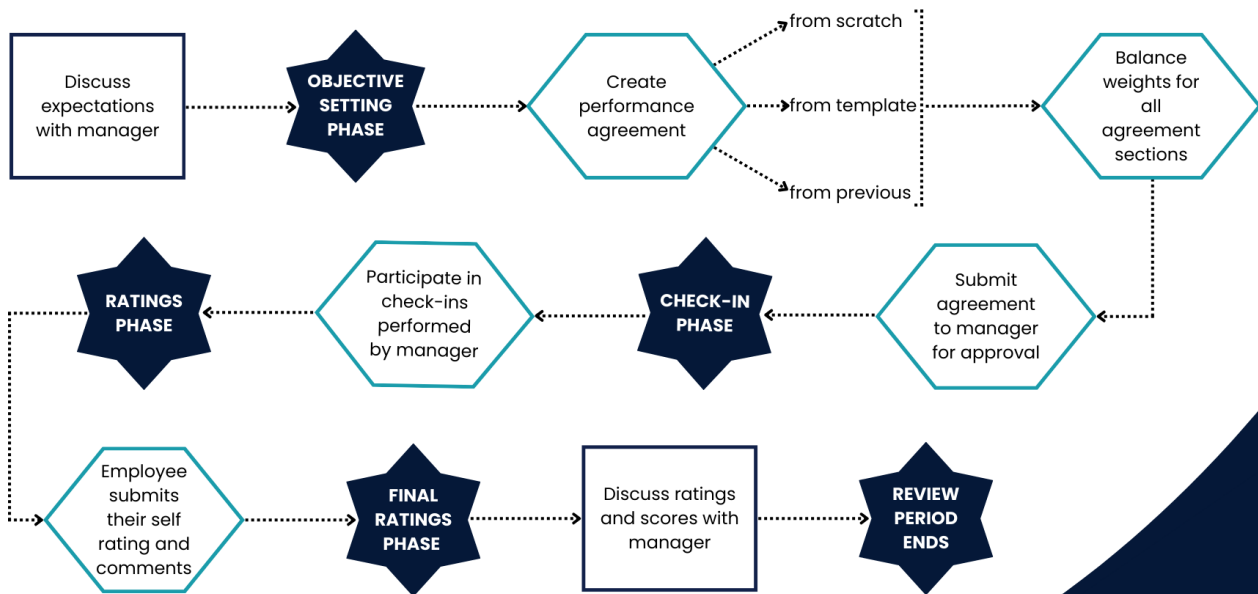# Employee Roles

Employees play a crucial role in setting **goals** and engaging in **performance reviews**, enabling them to effectively contribute to organisational goals while also driving their personal growth.

Several factors contribute to a successful performance management process:

- **Employees:**
  - Open communication and mutual understanding between employees and managers are essential.
  - Active engagement includes:
    - Setting clear objectives
    - Participating in regular check-ins
    - Self-assessing progress.
  - This approach leads to:
    - A sense of ownership over professional development
    - The nurturing of a growth mindset
    - Alignment of personal goals with the company's priorities.

EMPLOYEES

```
[Discuss expectations with manager] ····> OBJECTIVE SETTING PHASE ···> [Create performance agreement] ···> from scratch
                                                                                                        ···> from template ···> [Balance weights for all agreement sections]
                                                                                                        ···> from previous
```

```
RATINGS PHASE <··· [Participate in check-ins performed by manager] <··· CHECK-IN PHASE <··· [Submit agreement to manager for approval]
```

```
[Employee submits their self rating and comments] ···> FINAL RATINGS PHASE ···> [Discuss ratings and scores with manager] ···> REVIEW PERIOD ENDS
```

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Revision #9
Created 23 January 2025 09:20:26 by Chanan Stenden
Updated 4 March 2025 07:55:58 by Chanan Stenden