

# How Performance Management Works



Effective performance management relies on the **collaboration** between employees, managers, and administrators. When these roles work together harmoniously, it creates an efficient and productive environment, promoting individual and organisational growth.



# Performance Cycle

The performance management cycle is a continuous process that helps employees achieve their goals and improve their performance.



## 1 Objective Setting Phase

This stage involves setting clear, measurable, achievable, relevant, and time-bound (SMART) goals for employees.



## 2 Check-Ins Phase

Regular check-ins allow managers to provide feedback, monitor progress, and address any challenges employees may be facing.



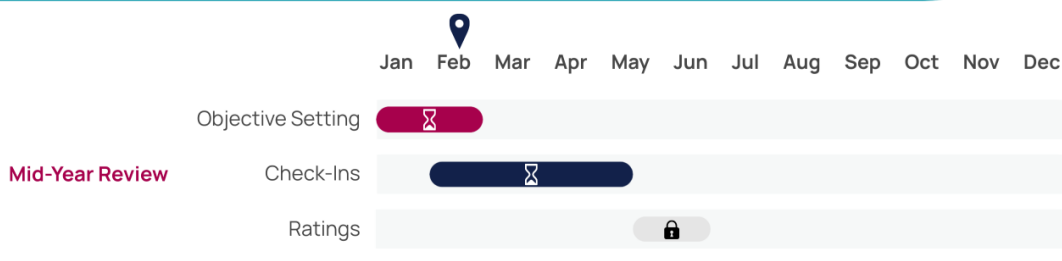
## 3 Ratings Phase

This is a formal assessment of an employee's performance against their set goals and expectations.

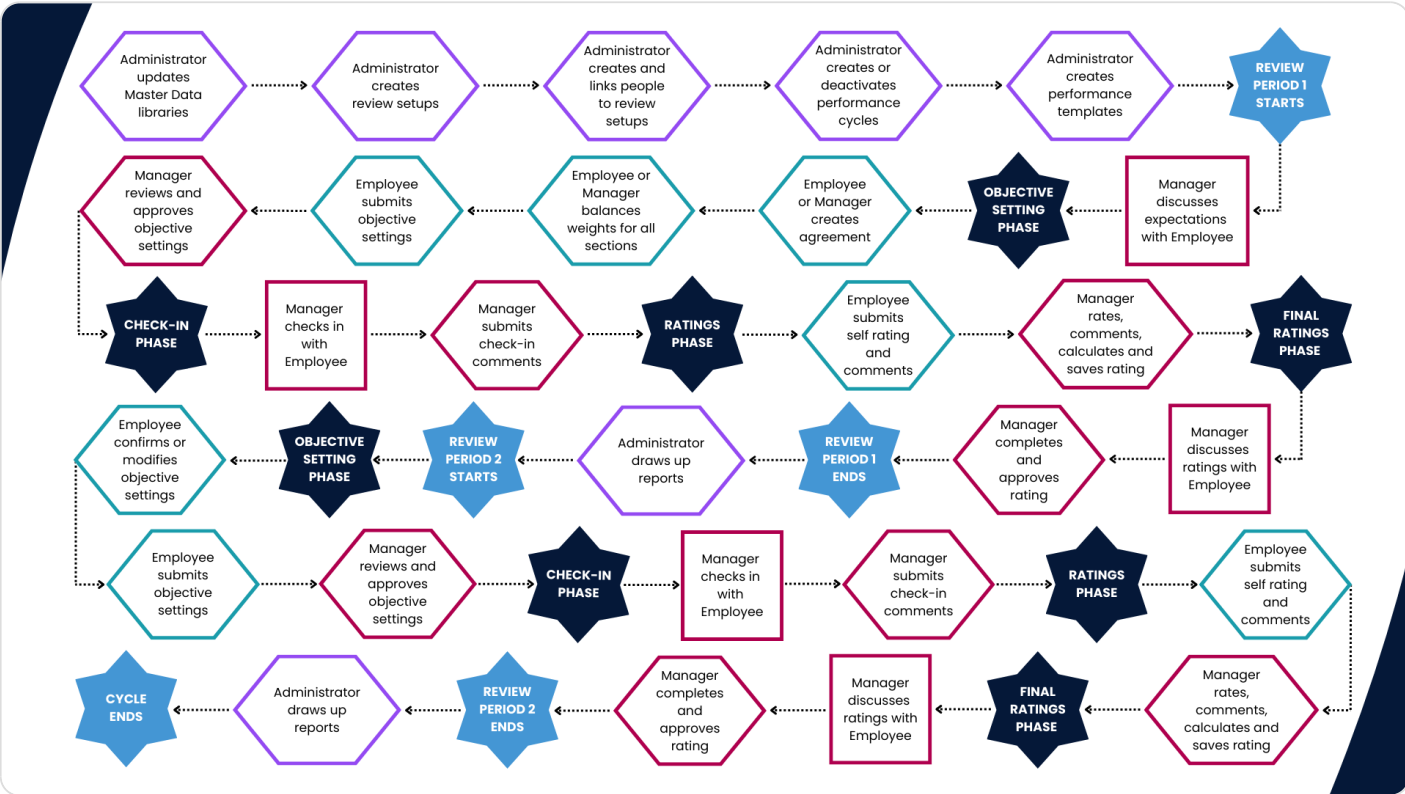
## An Overview of the Performance Cycle

The performance management cycle can be divided into multiple stages, called Review Periods. A Review Year can have one or more Review Periods.

For this example, we will be looking at a performance setup with two Review Periods, namely a Mid-Year Review and a Final Review.



Below is an example of a performance cycle containing two review periods with check-ins enabled. Performance management requires collaboration and communication between administrators, managers, and employees.



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