

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.

A piggy bank is positioned in front of a target, symbolizing financial goals or savings. The target has a red bullseye in the center. The entire image is framed by a dark blue circle with a teal ring inside. Above the circle is a large magenta semi-circle.

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



1

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



2

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



3

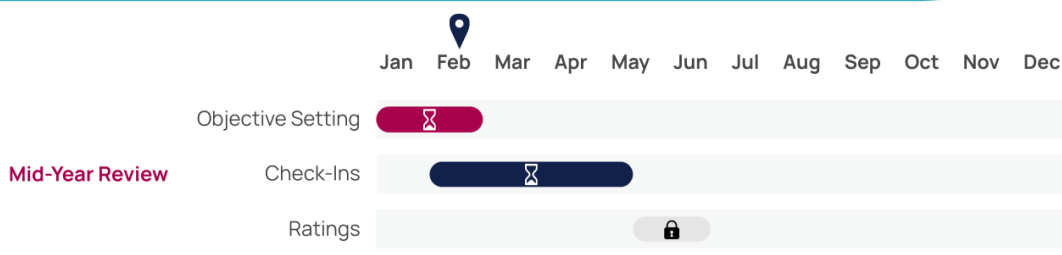
This is a formal assessment of an employee's performance against their set goals and expectations.

An Overview of the Performance Cycle

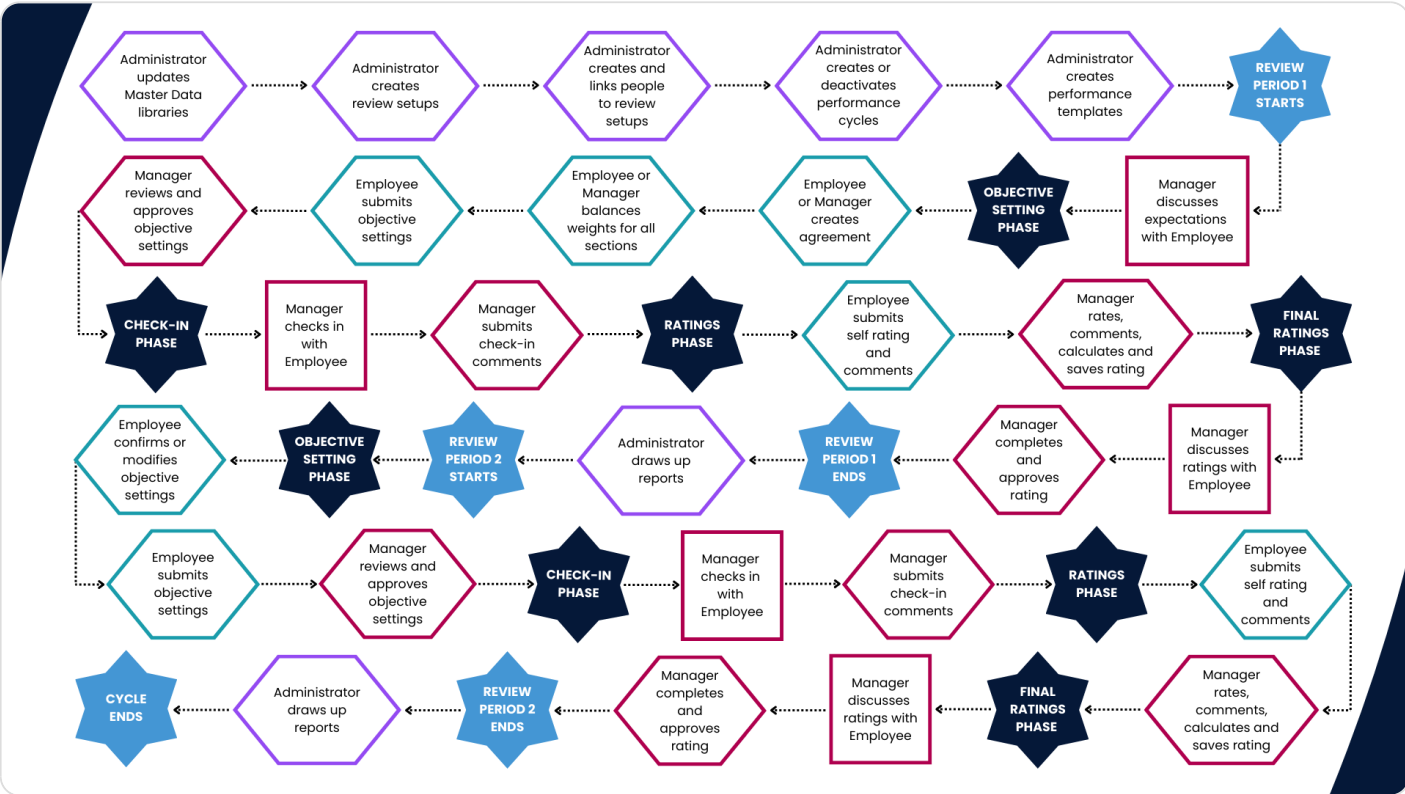
The performance management cycle can be divided into multiple stages, called Review Periods. A Review Year can have one or more Review Periods.

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

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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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