How Performance Management Works

Effective performance management depends on collaboration among employees, managers, and administrators. When these roles work together harmoniously, it fosters an efficient and productive environment, supporting both 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.



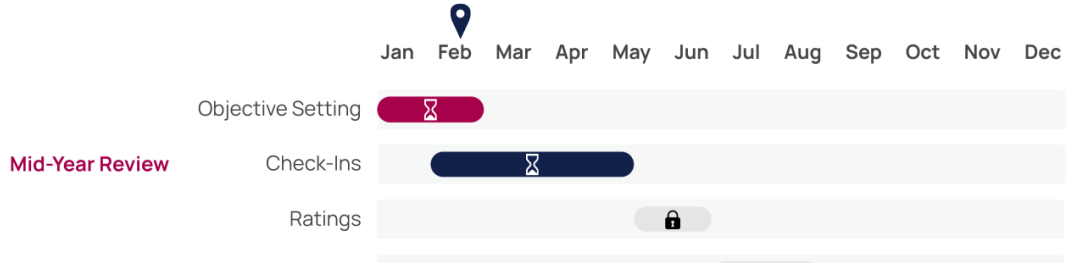
3 Ratings Phase

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

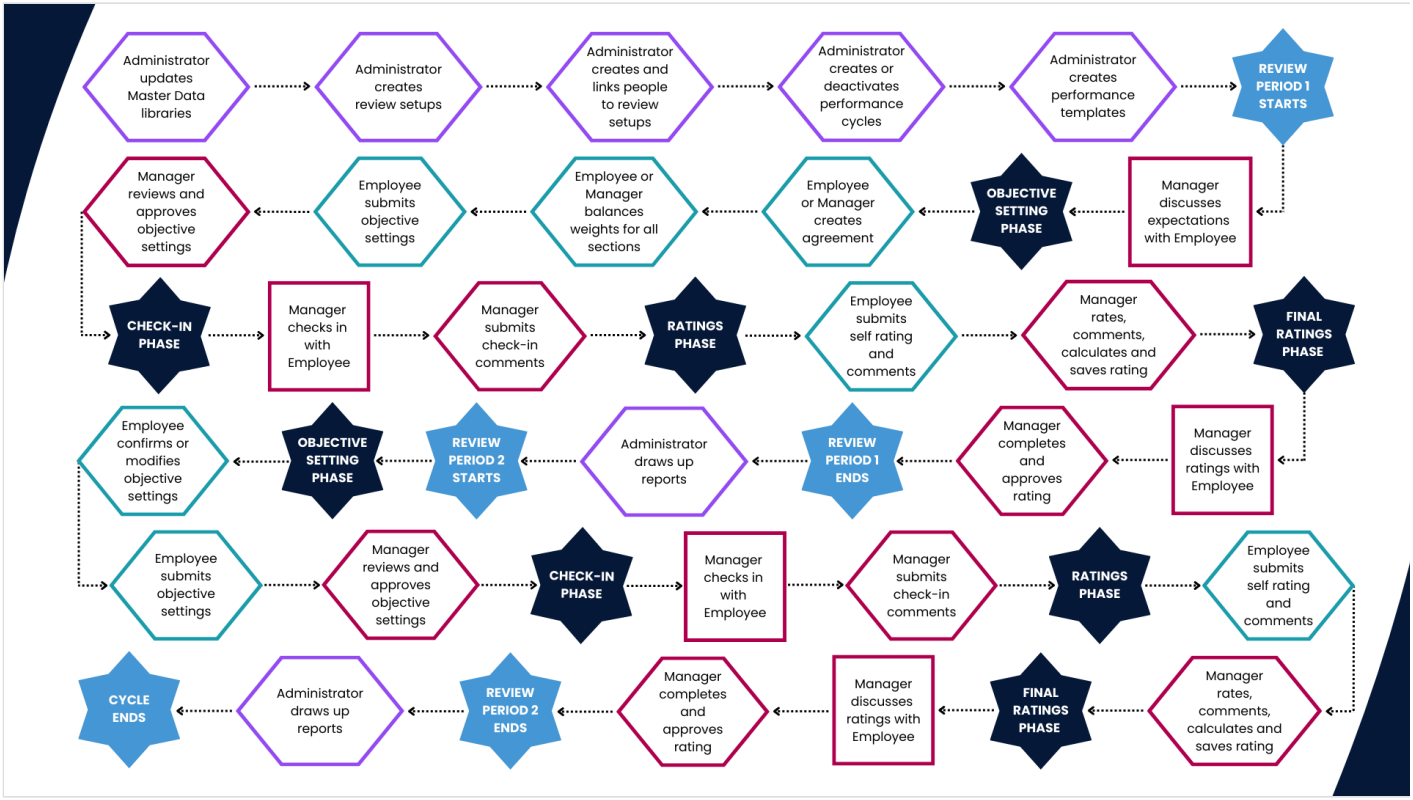
An Overview of the Performance Cycle

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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