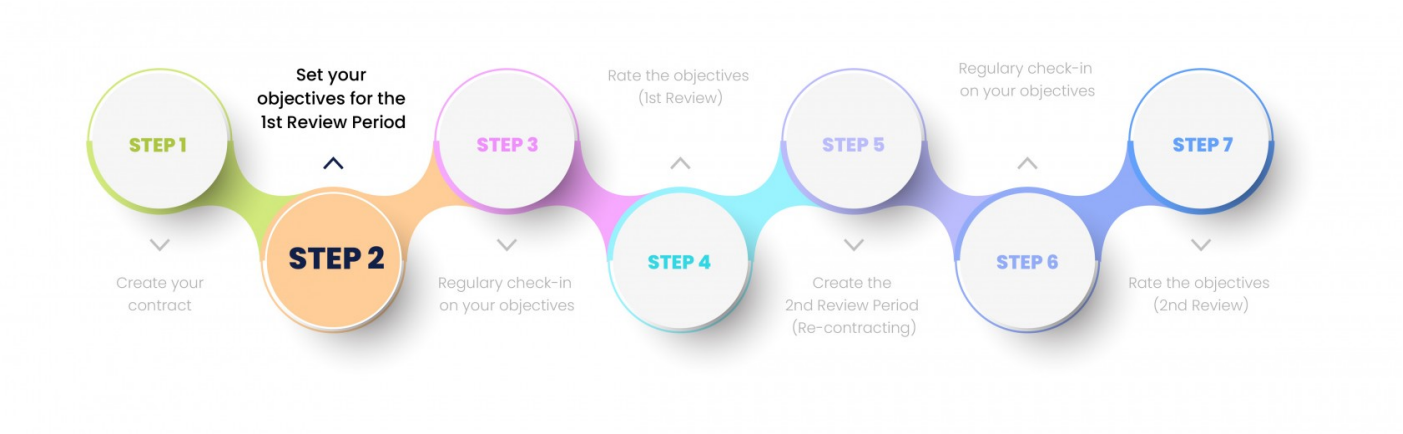
The Performance Agreement - Overview

Process: Step 2



Lesson duration

About 10 minutes

What you will **learn:**

- Agreement **navigation**.
- What goes into each of the **agreement sections**.

The Index of Sections

Previously, we created a Performance Contract and are almost ready to start populating the agreement's first review period with performance objectives for the year.

Before we start, let's briefly check the layout of the screen and the functionalities available.

The index of sections indicate the sections of the agreement apply to you and their relative importance as a percentage. The Key Performance Areas section is always a part of an agreement, but Stretch Targets, Values & Behaviours, Leadership Behaviours, and Key Competencies might not be. These sections depend on various settings and whether you are a manager.

- Click on a section to navigate to it.



What goes into each section?

We will briefly tour each section to understand its native/original intention but note that you can rename any section to fit your purpose. The renaming of a section might completely change its purpose.

Key Performance Areas

The KPA section is used to identify the areas within the business that a person is responsible, e.g., Process Improvement, Safety and Health, Security, etc., and how they relate to company strategies

or focus areas - called perspectives or pillars.



This section contains up to three levels of information. The Perspectives level is sometimes omitted and is dependent on client configuration.

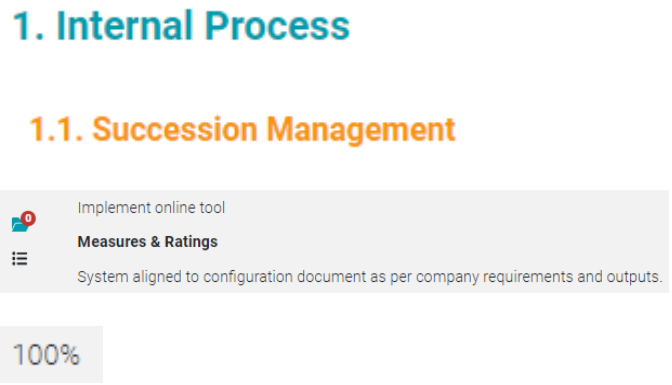
Perspectives

Key Performance Areas

Key Performance Indicators

Note the action buttons:

BUTTON / ICON	USE
+ PERSPECTIVE + KEY PERFORMANCE AREA	Opens a list of values. Sometimes choosing from the library is compulsory; sometimes you are allowed to use the library or create your own values.
⊕	Allows library and own values.
0	Views uploaded documents, and upload new documents.
+ GENERAL COMMENT	Open a text box for your comments.

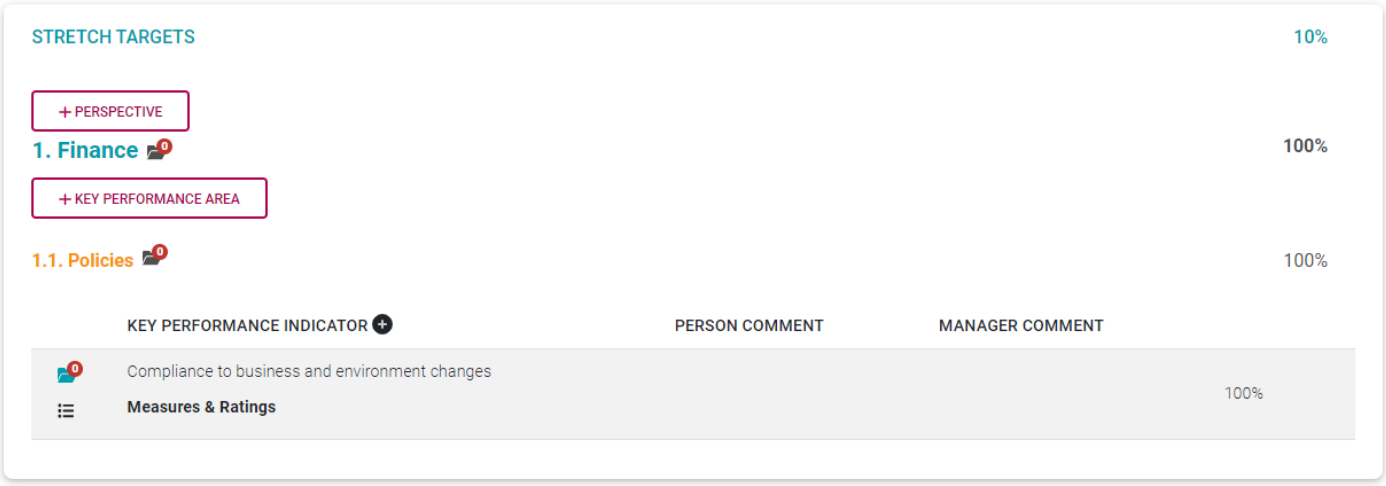
	Delete an item.
Invisible buttons	In many cases, headings become active after you have added them - allowing their editing and sometimes additional fields.  Click on them to see what lies beneath.

The other sections have a layout similar to, or simpler than the Key Performance Areas shown below. Some unfamiliar terminology might be used in these sections. Refer to the Glossary for a brief explanation of each.

Stretch Targets

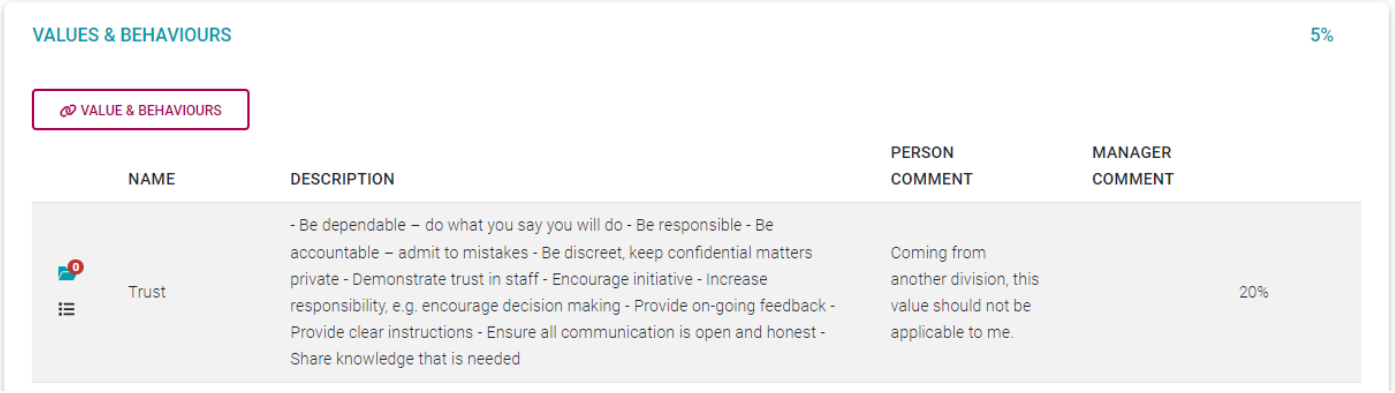
The Stretch Targets section works the same as the Key Performance Areas section, but the fact that it is a separate section implies a separate overall purpose.

It is usually reserved for senior management where 'stretch' targets are present on Performance Contracts. Alternatively, you can change the section's name if you would like to use this section for a completely different purpose.



Values & Behaviours

Sometimes called Company Values, this section has a dedicated library for its items and is usually used to measure general company values. This section normally applies to all employees' part of the performance process.



Typical Company Values are:

> Continuous Improvement

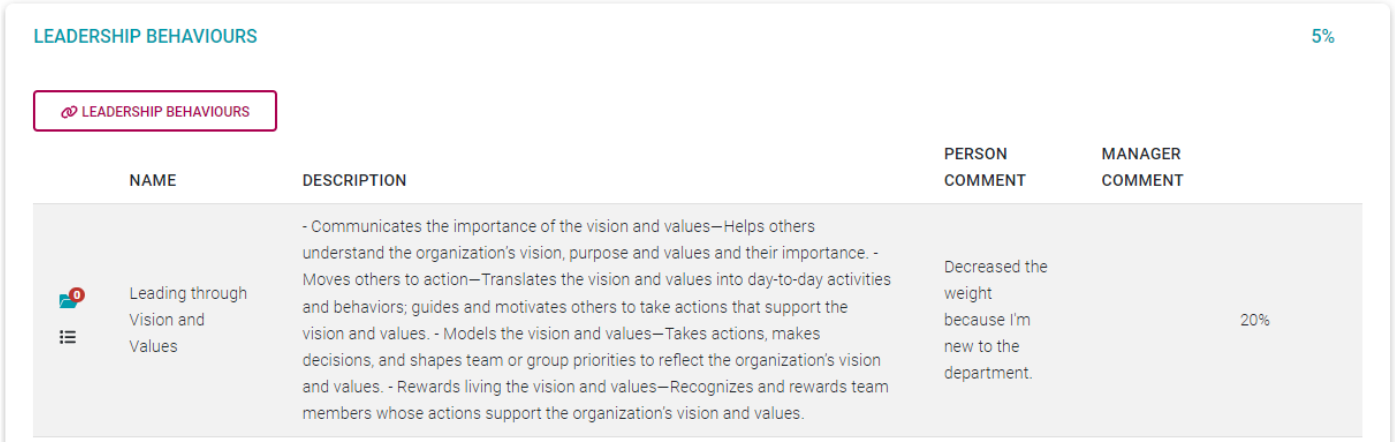
> Integrity

> Trust

> Fun

Leadership Behaviours

This section is activated only for people who are managers of other people. If it does not apply to an employee, its section weight is distributed pro-rata among the other sections.

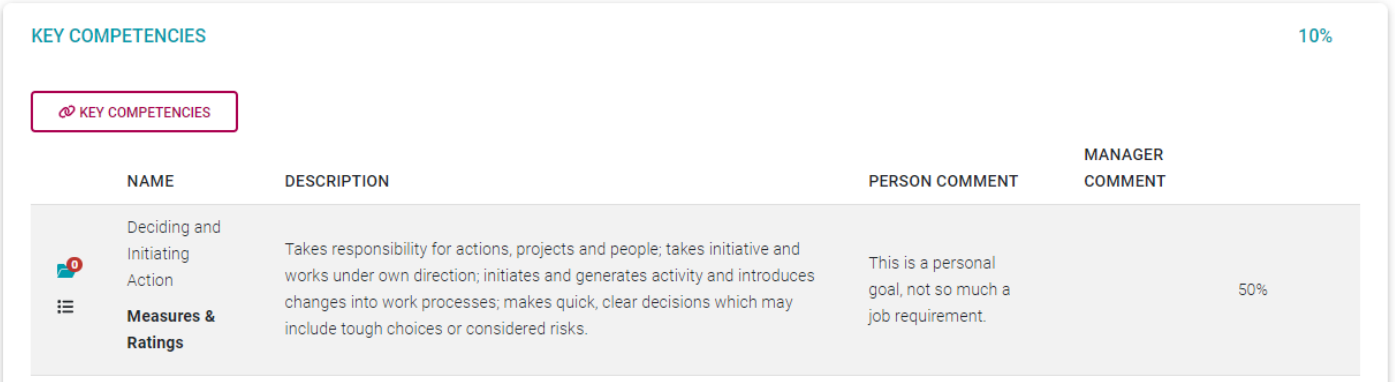


Typical Leadership Behaviours are:

- Compassionate Leadership
- Alignment
- Awareness
- Confidence

Key Competencies

This section lists the skills/competencies an employee should possess in order to do their job. And allows the employee to be measured against them.



Typical Key Competencies are:

Communication

Decision Making

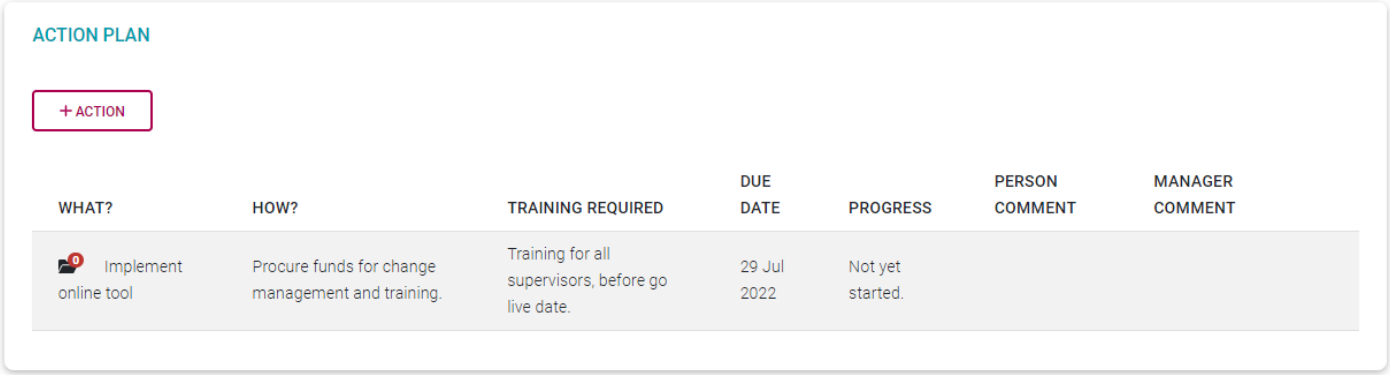
Problem Solving

Teamwork

Action Plan

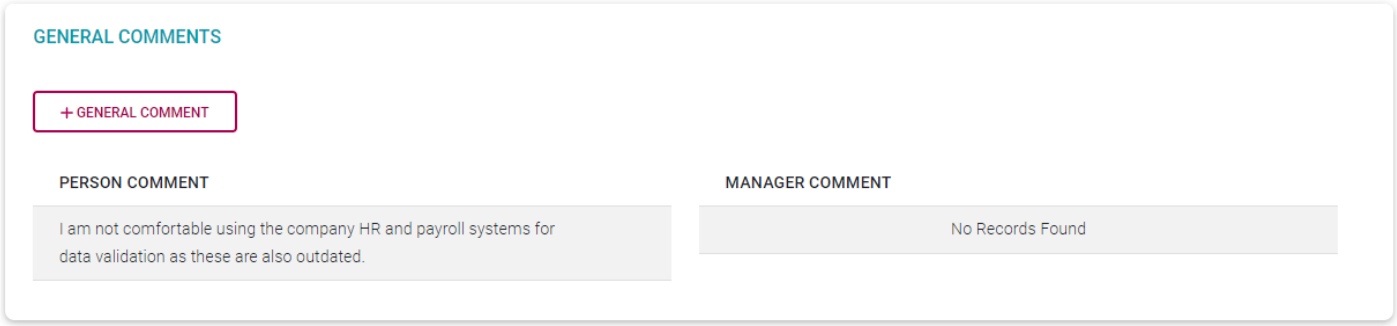
Employees and managers can use the Action Plan section to register any action supporting the employee's Performance Contract overall, or even an action specific to a KPI, Company Value, Leadership Behaviour, or Key Competency.

Training requirements or needs are special types of actions that can also be logged in this section.



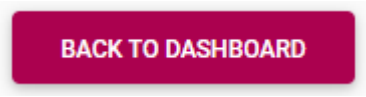
General Comments

The General Comments section can be used by an employee or manager to note something, provide motivation for including or excluding an objective, and to explain the reason for giving a higher-than-expected or lower-than-expected rating.



Wrapping it up

At the bottom of the screen are three buttons.



While in the objective setting phase, all information added to the page is saved automatically, unless there is an explicit **SAVE** button, as on the popups.

When you are done, click **BACK TO DASHBOARD** to release and close the screen and to return to the employee dashboard.



When your objectives have been listed, explained, and fleshed out and you are ready to request approval from your manager, click **SUBMIT OBJECTIVES**. Your manager will be notified.



Each section comes with a predefined section weight. Click **EDIT SECTION WEIGHTS** to amend the suggested section weights to better reflect the intention of your job.

Recommended further reading:

- Glossary of terminology and definitions
- How to Use Performance Management with Success

- The Employee's Performance Management Dashboard
- Open an Existing Contract
- Create a New Contract
- Functionalities and Layout of the Performance Management Dashboard
- The Manager's Performance Management Dashboard
- Overview of The Performance Agreement Screen
- Set your objectives - Part 1 (Working with KPAs and KPIs)
- Set your objectives - Part 2 (Working with the other sections)
- Perform a Check-in
- Rate your objectives



Revision #30
Created 2022-02-17 07:57:34 UTC by Eduard
Updated 2026-02-16 13:23:29 UTC