

PERFORMANCE Management PROCESS



Performance management is the continuous process of improving performance by setting individual and department goals which are aligned to the University's four strategic pillars.

It includes planning work and setting expectations to achieve the goals, continuously monitoring and assessing progress, and providing feedback and resources to develop and upskill your staff.

An important element is the ongoing, two-way communication between managers and employees. Increasing our listening skills, strengthening our relationships and having a bias towards action will produce positive results and support us in achieving our strategic objectives.

WorkDove provides the framework for this on-going feedback process through periodic check-ins and annual review. Please refer to the timeline.

Ongoing feedback during the performance cycle:

- Employees complete Check-Ins (Quarterly or more frequently)
- Manager(s) and employees meet to review Check-Ins
- Manager and employee discuss performance objectives and goals
- Manager documents Check-In feedback

At the end of the performance cycle:

- Employee completes self-assessment including goals and marks it as completed
- Manager completes coaching notes, evaluates performance, considers feedback employee has given regarding improvements to department or manager's leadership and then marks it as completed
- Manager conducts coaching conversation with the employee
- Manager signs the review
- Manager and employee discuss any changes to objectives and future development goals

TIMELINE

