

7 things every Agency MUST-DO

TO ACHIEVE EFFECTIVE AND SUCCESSFUL PERFORMANCE MANAGEMENT

1

July

By July 30, performance plans are completed for each employee. Plans identify goals, standards and expectations on which the employee will be evaluated.

4

Feb - May

Continuously observe the performance of each employee. Reinforce successful performance, and assist the employee with goal execution.

2

Aug - Dec

Observe the employees' performance, and provide coaching that helps to correct deficiencies, provide useful feedback, and to encourage continuous improvement.

5

May

Gear-Up for Annual Evaluations. HR creates performance documents, ensuring employees report to the correct managers in ePerformance.

3

Jan

Conduct a mid-year review of expectations and goals. The mid-year review assesses an employee's progress, and presents an opportunity to give feedback and reinforce successful performance.

6

June

Complete annual evaluations with a target completion date of June 30. Review achievements and accomplishments. Begin thinking about goals for the next fiscal year.



7

June – July

Acknowledged and dated by the employee and supervisor, completed evaluations should be maintained in the HRIS or in accordance with the State's official retention schedule. Begin using the salary planning tool.

**Plans must be completed within 45 days for new hires and those placed in new positions