



Monitoring Employee Performance

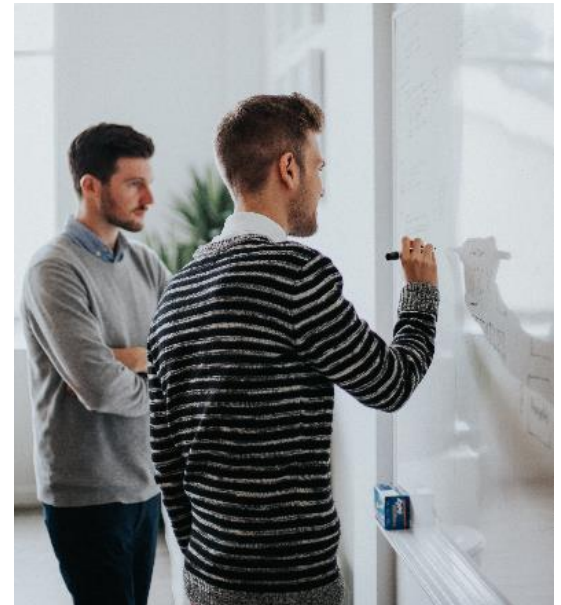
Monitoring employee performance on an ongoing basis helps ensure employees are receiving constant feedback and coaching around their performance and will help avoid surprises at the end of the performance cycle.

It will also ensure you have the information needed to accurately assess the employee's performance at the end of the performance cycle.



Record facts, not opinions or feelings.

Meet with employees to discuss any changes in performance expectations for the cycle.



Essential Activities In Monitoring Employee Performance

KEEP PERFORMANCE RECORDS

- Keep written records of each employee's ongoing performance. Managers in ePerformance agencies can do this online. Managers in agencies that don't use ePerformance can maintain the records on paper.
- Record both negative and positive observations with dates around each discussion.
- In situations where an employee reports to more than one person, it's important that the manager who will be completing the performance evaluation consults regularly with the other manager(s) and documents their feedback accordingly.

UPDATE PERFORMANCE EXPECTATIONS AS REQUIRED

- Regularly check that the individual goals and job responsibilities that were established at the start of the performance cycle are still relevant. Update the performance plans as needed.
- When goals or projects are completed, note the finish date, the results and how well the employee performed.

OFFER FEEDBACK AND COACHING

- Consistently let employees know what you're looking for and how their performance measures up.
- Reinforce strengths and encourage employees to make even more use of skills that are well developed.
- Let the employee know you notice a job well done. Provide feedback when performance is not meeting your expectations; don't wait for the formal performance evaluation.