



Performance Management Checklist

<i>Procedure</i>		<i>Yes/No/N/A</i>
Checklist for Implementation of a Performance Management Procedure		
1	Have you defined the purpose of the job, job duties, and responsibilities?	
2	Have you defined performance goals with measurable outcomes so the employee knows what is expected?	
3	Have you defined the priority of each job responsibility and goal?	
4	Have you defined performance standards for key components of the job?	
5	Have you arranged interim discussions and provided positive and constructive feedback about employee performance?	
6	Have you maintained a record of performance through critical incident reports? (Take note of contributions or problems throughout the relevant period, in an employee file)	
7	Have you provided the opportunity for broader feedback (i.e. use a 360-degree performance feedback system that incorporates feedback from the employee's peers, customers, and people who may report to them)?	
8	Have you developed and administered a coaching and improvement plan if the employee is not meeting expectations?	

Steps to take in advance of the Performance Management meeting with an employee		
1	Schedule the Performance Development Planning (PDP) meeting and define pre-work with the staff member to develop the performance development plan (PDP).	
2	The staff member reviews personal performance, documents self-assessment comments and gathers needed documentation, including 360-degree feedback results, when available.	
3	The supervisor prepares for the PDP meeting by collecting data including work records, reports, and input from others familiar with the staff person's work.	
4	Both examine how the employee is performing against all criteria, and think about areas for potential development.	
5	Develop a plan for the PDP meeting which includes answers to all questions on the performance development tool with examples, documentation and so on.	
6	Is your plan realistic? The objective needs should match the level of complexity with the employee's experience and capability and no insurmountable forces outside the control of the employee should hinder its accomplishment.	

Steps to be taken in the Performance Development Process (PDP) Meeting		
1	Has the employee been told that the purpose of the meeting is to create a performance development plan?	
2	Think through what you want to address in the meeting, confirm the facts of the performance and make sure you know and can describe what happened or is happening?	
3	Have you given the employee an opportunity to discuss the achievements and progress they have accomplished during the period?	
4	Have you asked the employee to identify ways they would like to further develop their professional performance, including training, assignments, new challenges and so on?	
5	Have you discussed performance for the period and suggested ways in which the employee might further develop their performance?	
6	Have you discussed the supervisor's thoughts on the employee's selected areas of development and improvement?	
7	Have you discussed areas of agreement and disagreement, and reached a consensus?	

8	Have you examined the employee's job responsibilities for the coming period and in general?	
9	Have you agreed upon the standards of performance for the key job responsibilities?	
10	Have you set goals for the employee to accomplish for the following period?	
11	Have you discussed with the employee how the set goals support the accomplishment of the organisation's business plan, the department's objectives, etc.?	
12	Identify any changes that may be required to the work plan as a result of a shift in organisation priorities or if the employee is required to take on new responsibilities?	
13	Determine if any extra support is required from the manager or others to assist the employee in achieving his or her objectives?	
14	Agree on a specific plan of action: including what the employee will do, how they plan to do it and within what time period?	
15	Have you documented the action plan and attached it to the employee's performance management file?	
16	If performance is satisfactory, have you established a development plan with the employee that helps them grow professionally in ways important to them?	
17	If performance has been less than satisfactory, have you developed a written performance improvement plan, and scheduled more frequent feedback meetings?	
18	Is the performance improvement plan clear and well-organised?	
19	Have you set it out clearly to the employee the next steps in the procedure and of the potential consequences connected with continued poor performance?	
20	Have you discussed the employee's feedback and constructive suggestions for the supervisor and the department with the employee's supervisor/department?	
21	Have you both signed the performance development plan and meeting minutes to indicate the discussion has taken place and agreement?	
22	Have you set a time-frame for a formal follow-up, generally periodically?	

Steps to take after the Performance Development Process Meeting

1	If a performance improvement plan was necessary, have you set up a follow up meetings at the designated times?	
2	Have you acted upon the feedback from the employee and let them know what has changed based on their feedback?	
3	Have you forwarded the appropriate documentation to Human Resources, a copy to the employee and retained a copy of the plan for easy access and referral?	
4	Follow up with employee's supervisor to see if the employee's performance has improved as discussed?	
5	Have you followed up with performance feedback and discussions regularly throughout the relevant period? This ensures that the employee is not surprised about the content of feedback at the follow up performance development meeting.	
6	Provide positive reinforcement for improvement and continue to offer support.	
7	If the issue has not improved or been resolved over the specified time period, enact the consequences as discussed with the employee in the action plan i.e. further training, performance review etc.	