Performance Management Process Phases

Name

Instructor

Institution

College

Date

Performance management is a loom of managing people which increases the capability of achieved success. Therefore, performance management is a process for creating a common understanding between people on how to achieve success and how to achieve it. In an organization, it helps in establishing an effective relationship between employees and their employers and thus it should be conducted with fairness and eloquence.

Establishing performance goals, developing performance plans, giving and receiving Feedback and Evaluating performance are some of the performance management goals handled and explained in this paper.

*Establishing performance goal*

Establishing performance goals is one of the most crucial parts of performance management, and it involves the assimilation of both the employee and the employer. In this goal-setting arena, whether short- or long-term goals, a most commonly used framework S-M-A-R-T is required which stands for specific, measurable, attainable, relevant and time-bound. This structure implies that goals of an institution should be clear enough to inform employees of what is expected of them in terms of quality, quantity and how and when to deliver. Goals established should put in place the need for an average employee to attain them with enough time allocated to achieve them not forgetting the need for motivational feeling for the employee through an organizational culture.

*Developing performance plans*

It is a phase which determines the probable solutions of problems or issues in an organization and it requires a group effort of both the employee and the manager or executive staff of the organization. In these phase, they analyze and recognize the connections between the employee’s job position, their work plan and the organizational premeditated plan, its objectives and goals. In this phase also, they identify proper training methodologies which will help the employee in the process of improving their understanding, skills and proficiencies related to their work. A work plan that highlights the responsibilities to be completed, measures or results which will be used to evaluate performance are established. This phase provides a well thought-out approach to the achievement of the desired levels of performance for both the organization and the employees.

*Giving and Receiving Feedback*

It can also be regarded as coaching phase as it is one in which the employees of an organization are provided with a chance towards the end of the performance period to give their reaction on the stipulated goals, proficiencies and intentions to deliver to their employers. In this phase also, the employer documents and gives their feedback to the employee’s performance too. This process of providing feedback helps in performance and increases the probability of the employees meeting the desired expectations of the organization. It requires that a close check be kept on the employees and the key question frequently revisited such as meaning of success to both the employees and managers based on performance. If it is to be effective and the organization successful, then feedbacks should be given and received in time, be specific and straight to the point in an attempt to help the employees to be successful.

*Evaluating performance*

Employee performances should be assessed and monitored regularly. This is because employees want to know what their managers think about their work. Such being monitored all the time provides employees with feedback from their managers, and this means that they can correct their mistakes. Evaluations help in decision making for both the employees and employers since the employers can know which employees to lay off, which to motivate and also who require special training to boost their skills. This process also helps in reviewing of organizational goals and objectives based on the performance of the employees in their particular job descriptions.

References

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