


# Performance Management Checklist



<i>Steps</i>	<i>Checklist</i>	
<b><i>Plan</i></b>	Explain the process	<input type="checkbox"/>
	Prepare for each meeting	<input type="checkbox"/>
	Conduct planning meetings to prepare your people	<input type="checkbox"/>
	Help your people to link objectives to the business strategy and their personal development	<input type="checkbox"/>
<b><i>Implement</i></b>	Support implementation and remove obstacles	<input type="checkbox"/>
	Check-in with your people on their progress	<input type="checkbox"/>
	Provide coaching throughout the year	<input type="checkbox"/>
	Encourage personal ownership and empowerment	<input type="checkbox"/>
	Make the conversation meaningful	<input type="checkbox"/>
	Let the process support you, not control you	<input type="checkbox"/>
<b><i>Evaluate</i></b>	Prepare for the review meetings	<input type="checkbox"/>
	Make sure your people prepare for their meetings	<input type="checkbox"/>
	Conduct review meetings on time	<input type="checkbox"/>
	Document the review meetings	<input type="checkbox"/>
	Allow time to revise documentation before submitting	<input type="checkbox"/>
<b><i>Recognise</i></b>	Reward performance (not solely in a monetary way)	<input type="checkbox"/>
	Recognise strong performance and opportunities for development	<input type="checkbox"/>
	Tailor the type of recognition to the individual	<input type="checkbox"/>