



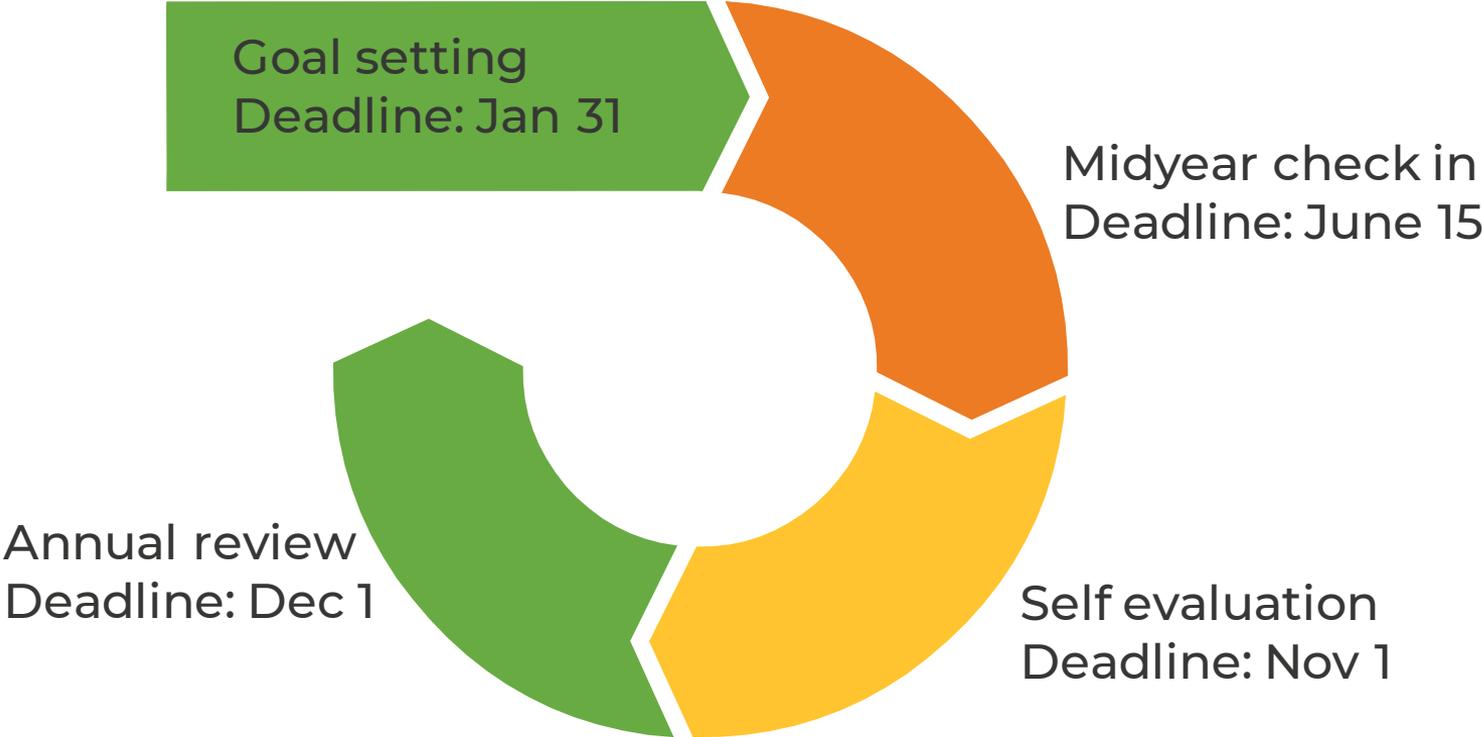
Proposed plan for Performance Management Process 2023

January 2023



Women's
Business
Development
Council

4 steps to annual performance management process, and continuous feedback throughout the year



Goal setting

Objectives

- For you to set your goals for the year and discuss and agree with your manager
- Taking into account feedback from previous annual review

Content

- Business goals: goals you want to achieve in your role, for the organization
- Personal development goals: skills or expertise you would like to personally like to develop
- Top 3-5 areas you to focus on for the year – it is not a description of your role and responsibilities

Process

- Employee completes writing goals
- Discuss and agree with manager

Timing

- Employee to set goals by January 20th
- Discussion with manager completed by January 31st



Mid year check in

Objectives

- For you to revisit your goals, explore where you are making progress and not, and what you need to change for second half of the year
- Feedback from manager on your performance to date

Content

- Revisit your goals and comment
- Discuss plan and goals for the remainder of the year with your manager
- Share feedback on the year so far

Process

- Employee comments on written goals
- Discuss and agree with manager

Timing

- Employee to prepare for discussion
- Discussion with manager between June 1st and June 15th



Self evaluation

Objectives

- Reflect and prepare for year end performance review discussion

Content

- Topics you would like to discuss with your manager
- Your assessment of your achievements during the year, progress on your goals, your strengths and areas for development

Process

- Employee completes self evaluation
- Submits to manager

Timing

- Submit to HR by November 1st



Annual review

Objectives

- Share feedback on your performance from your manager's and the organization's perspective

Content

- Review of your performance for the year
- Strengths and opportunities for development

Process

- Manager prepares written review and discusses with employee
- Both sign review after discussion

Timing

- Managers write reviews by December 1st
- December 2-15th, managers share reviews with employees
- Both sign by December 15th