PERFORMANCE MANAGEMENT PROCESS

Employee and Manager discuss <u>previous year's</u> result during a formal Performance Evaluation Meeting using the input obtained from the roundtable discussion already held.

Develop the Performance and Development Plan for the employee <u>for the year that lies ahead</u>. What needs to be achieved and what is the quality or timing of various activities/deliverables?

Start developing the Performance Plan for the year ahead using the balanced scorecard set for the company/region/location or the goals set specifically for the function/the manager as a starting point.

Perform salary review process using input from the performance management process results and other criteria as specified in the salary review process and guidelines.

Use outcomes from the performance management process to consider bonuses (either per formal bonus plan or discretionary bonus or spot bonus to recognize outstanding results and achievements)

Periodic feedback to and coaching of employee by manager

Manager discusses midyear results with employee and adjust Performance Plan (as and if needed to maintain relevance if business conditions or needs have changed)

Manager gathers performance input and feedback from employee, stakeholders and those who interfaced with the employee during the year

Manager prepares for roundtable review by consolidating all performance feedback gathered for each of his/her direct reports.

Manager attends roundtable review, presents performance and development results/outcomes per employee and captures additional feedback given and answers challenging questions to ensure one consistent perspetive of viewing the performance outcomes for all employees at the company/ region/location

