



**SALOPEK
& ASSOCIATES**

STRATEGIC PLANNING • HUMAN RESOURCES • BOARD GOVERNANCE

Performance Management Guide Sample

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Performance Management

The Purpose & Process

All employees need to understand what is expected of them and have the opportunity to excel. The performance review process is the method by which managers and employees collaboratively measure and take action to accomplish goals, leverage strengths, identify opportunities for improvement, and engage in constructive dialogue throughout the year. Through the ongoing development of employees, we will be able to understand new challenges, create new responses, and perform at higher levels for increased personal, team and organizational success.

The Benefits of the Performance Review Process:

For a Manager

Up-front communication helps a manager set expectations, provide clear direction and outline key performance indicators.

Periodic checkpoints create awareness of issues that impede employee effectiveness.

Performance reviews are made easier through mutual understanding of what constitutes quality performance and service.

For an Employee

Up-front communication provides employees with a clearer understanding of business priorities, position expectations and key performance indicators.

Periodic checkpoints ensure the manager has personal knowledge of employee accomplishments and difficulties.

Establishing development goals provides employees with increased opportunities for job success and flexibility.



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ABOUT SALOPEK & ASSOCIATES LTD.

Salopek & Associates Ltd. is a team of human resource and business consultants specializing in strategy, human resources and board governance. We are available on an on-call basis to help you attract, retain and develop the right people and to put effective processes in place that will grow your business.

Each Associate on our team has more than 15 years of experience. In addition, our Specialists have advanced human resource and business designations. We own our own businesses and know the challenges related to running a successful business. Salopek & Associates understands the importance of attracting, retaining and developing good people. Our consulting team is on-call 24/7 and available when you need us. We are just a phone call or email away.