

Performance Management Checklist

Is your current Performance Management process helping you to:

- ✓ Deliver your organisation's strategic goals
- ✓ Maximise staff engagement & performance
- ✓ Monitor individual performance
- ✓ Focus development support on priority areas

Benchmark your organisation's performance management process by completing the simple questionnaire below.

You will receive a report summarising your strengths and opportunity areas plus simple action tips ABSOLUTELY FREE. When completed please post to People Axis, P.O Box 1247, Blackburn North, 3130 or fax (03) 9894 1622.

1. Goal & Cultural Alignment

	Question	YES	NO	N/A
1.	Team goals exist and are aligned to organisational goals			
2.	Team goals are cascaded into personal goals			
3.	Personal goals contain clear success measures (SMART)			
4.	The quality of personal goal setting is high			
5.	Personal goals are updated as the organisation's needs change			
6.	The process is aligned to and reinforces the values and culture of the organisation			

2. Ownership & Active Participation in the Process

	Question	YES	NO	N/A
7.	The performance management process is seen as fair and equitable by all involved. (They have had input)			
8.	The current process is as time efficient as possible			
9.	Forms are always completed within agreed timeframes			
10.	Managers and employees enjoy participating in the performance management process			
11.	Responsibility for performance management (planning & review) is shared between staff members and managers			
12.	Reporting for each stage of the performance management process (performance plans, development plans, and reviews) is conducted in a timely and accurate manner.			

3. Regular, Open & Honest Feedback

	Question	YES	NO	N/A
13.	Employees and managers refer to agreed goals regularly during the year. (Not only at year end)			
14.	Specific feedback on project work is included			
15.	Successes are discussed and recorded as they occur			
16.	Poor performance issues are dealt with as close to the occurrence time as possible			
17.	Under performance is highlighted early and development support is identified and provided			
18.	Performance management documentation supports termination decisions (in worst case scenarios)			

4. There is a focus on Personal Development

	Question	YES	NO	N/A
19.	Personal Development plans exist for each employee			
20.	Evidence of skill development is included in plans			
21.	360 degree feedback is included, to provide insight on key organisational and job specific competencies			
22.	Reports to analyse development need trends are easy to access			

5. Fair Rewards for Performance

	Question	YES	NO	N/A
23.	Performance goals (plans) are rated and linked to pay			
24.	High performing staff are easily identified			
25.	Poor performers are easily identified for follow up			

Name: _____

Position: _____

Organisation: _____

No of people in organisation: _____

E-mail: _____

Please indicate whether you would like to receive regular correspondence from People Axis on Performance Management :