



2019

PRIME
PERFORMANCE MANAGEMENT

TRAINING

PRIME PERFORMANCE MANAGEMENT

POSITIVE



RESPONSIVE



INTERACTIVE



MENTORING



ENGAGING





Good performance management is a continuous, positive collaboration between the employee and the manager all year round



Most employees want to be successful contributors. They want to know what is expected of them and how they can most effectively achieve those expectations



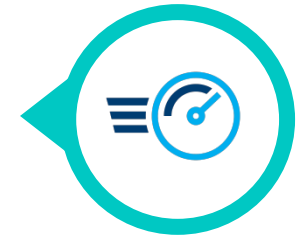
Clearly communicate expectations

Be responsible & fair when evaluating performance



Discuss tools, training, & information needed to succeed

Address performance issues in a proactive & timely manner in order to resolve them before they become significant



Offer regular, timely, & constructive feedback

Recognize successes & achievements



PLANNING



EVALUATION

CHECK-IN





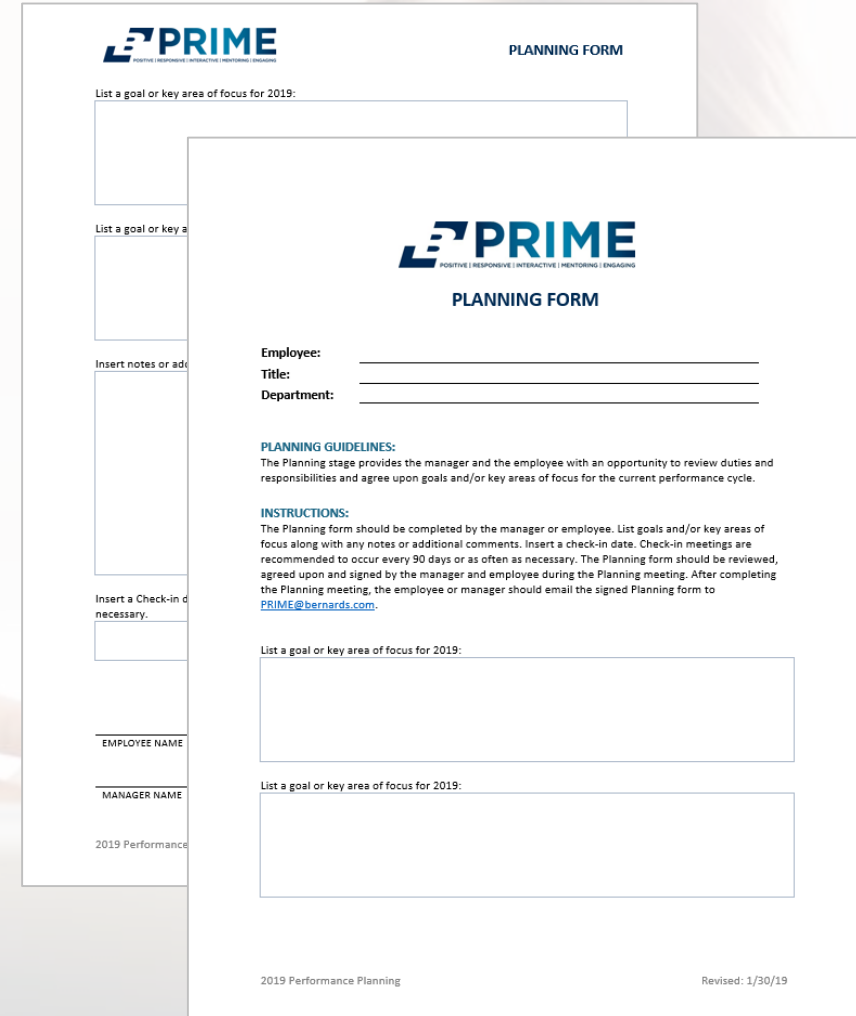
ACTION

- Review job description
- Ensure clarity on roles & responsibilities
- Agree on goals and key areas of focus
- Discuss expectations
- Discuss training & development



TIMING

Planning should be completed annually during the company-wide focal process, or when an employee is newly hired, newly promoted or recently transferred to a new project



The image shows two overlapping copies of the PRIME Planning Form. The top form is partially obscured by the bottom one. The visible form includes the PRIME logo at the top, followed by the title 'PLANNING FORM'. Below the title, there are several sections: 'List a goal or key area of focus for 2019:' with a text box; 'List a goal or key a...' with another text box; 'Insert notes or ad...' with a text box; 'Insert a Check-in d...' with a text box; 'EMPLOYEE NAME' with a line; 'MANAGER NAME' with a line; and '2019 Performance' with a line. The bottom of the form contains the text '2019 Performance Planning' and 'Revised: 1/30/19'.





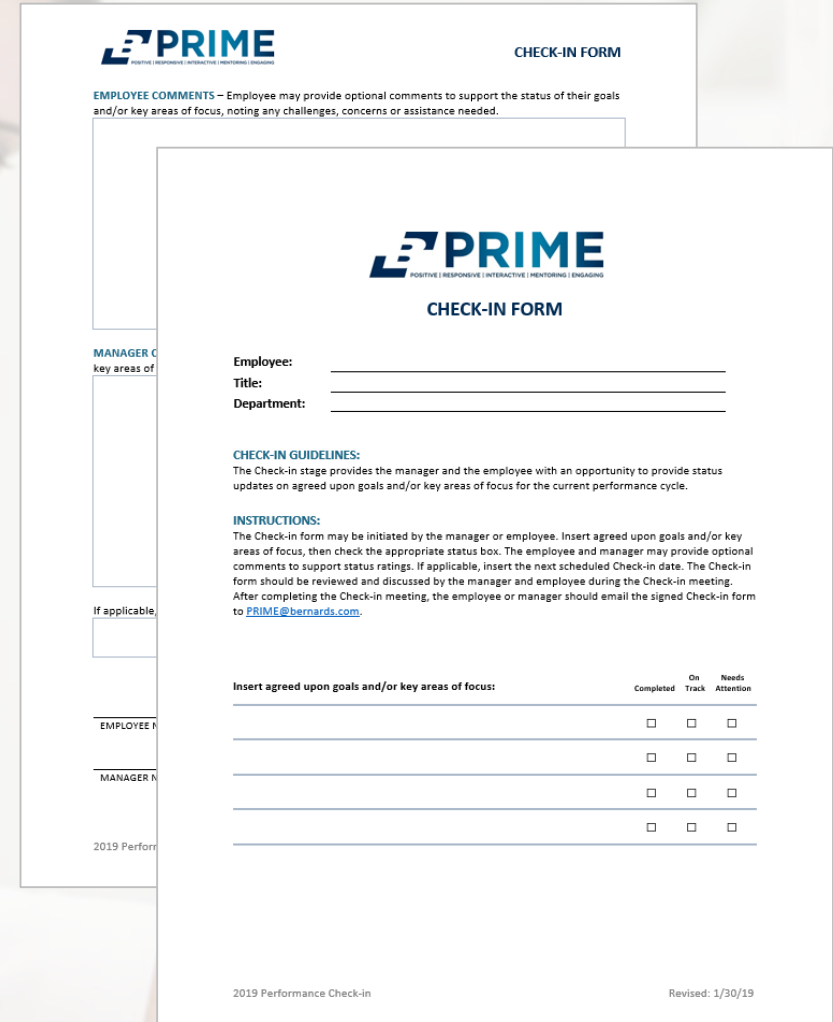
ACTION

- ✓ Status check on goals & key areas of focus
- ✓ Address concerns
- ✓ Clarify expectations
- ✓ Acknowledge accomplishments



TIMING

Check-in should be completed annually during the company-wide focal process, or as often as the manager deems necessary. Employees are welcome to request additional check-ins as needed



PRIME CHECK-IN FORM

EMPLOYEE COMMENTS – Employee may provide optional comments to support the status of their goals and/or key areas of focus, noting any challenges, concerns or assistance needed.

PRIME CHECK-IN FORM

MANAGER C key areas of

Employee: _____
Title: _____
Department: _____

CHECK-IN GUIDELINES:
The Check-in stage provides the manager and the employee with an opportunity to provide status updates on agreed upon goals and/or key areas of focus for the current performance cycle.

INSTRUCTIONS:
The Check-in form may be initiated by the manager or employee. Insert agreed upon goals and/or key areas of focus, then check the appropriate status box. The employee and manager may provide optional comments to support status ratings. If applicable, insert the next scheduled Check-in date. The Check-in form should be reviewed and discussed by the manager and employee during the Check-in meeting. After completing the Check-in meeting, the employee or manager should email the signed Check-in form to PRIME@bermards.com.

If applicable,

Insert agreed upon goals and/or key areas of focus:	Completed	On Track	Needs Attention
EMPLOYEE N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MANAGER N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2019 Perform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2019 Performance Check-in Revised: 1/30/19





ACTION

- Review Duties & Responsibilities
- Provide ratings & comments
- Provide additional feedback
- Acknowledge & signature



TIMING

Assessment forms should be completed annually during the company-wide focal process, or when an employee status changes (i.e. promotion, transfer, etc.)



PERFORMANCE EVALUATION (Self-Assessment)

Employee: _____
Title: Project Manager
Department: Operations
Manager: _____

PERFORMANCE EVALUATION GUIDELINES:

The Performance Evaluation process provides the employee and manager with an opportunity to discuss performance. The discussion should include on-going dialogue between the two so that a shared understanding of past performance and future expectations can be achieved.

INSTRUCTIONS:

Section 1: Duties and Responsibilities

Review your Duties and Responsibilities and select a rating for each. For duties and responsibilities that do not apply, choose N/A from the dropdown box. Provide comments at the end of Section 1 to support your ratings.

Section 2: Additional Feedback

Carefully read the Additional Feedback questions and select a rating for each. Provide comments at the end of Section 2 to support your ratings. List notable accomplishments as well as opportunities for development in the appropriate comment boxes.

Section 3: Acknowledgement and Signature

Electronically sign and date the Self-Assessment form and email it to your manager at least 7 days prior to the Performance Evaluation meeting. Your manager will review the Self-Assessment form with you during the Performance Evaluation meeting.



QUESTIONS?



Email PRIME@bernards.com

