

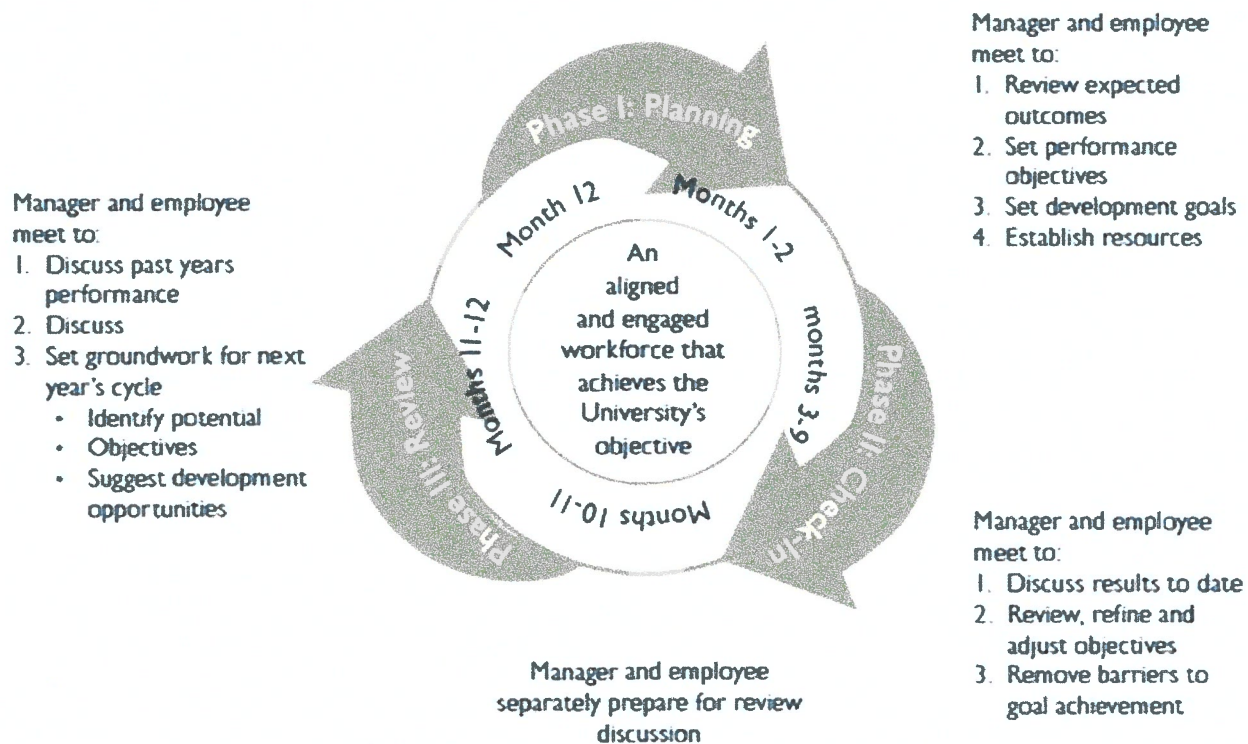
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Performance Management Cycle



TOPICS

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What is the performance cycle? (/faq/performance-cycle) —

Phase 1 - Planning: Creating goals and expectations between the employee and manager for the current year.

Phase 2 - Check-Ins: Giving ongoing feedback throughout the year; identifying accomplishments, areas for improvement and adjusting the goals/expectations as necessary.

Phase 3 - Review: Reviewing the year at the end of the performance period.

The intent of this process is to identify the key parts of each employee's job, identify what it looks like when that is done well (meets your expectations as a manager), and how both you as manager and your employee will know when that is achieved (measurements).