Human Resources (/)

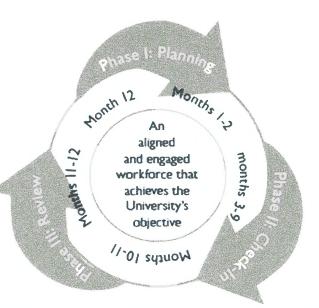
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Performance Management Cycle

Manager and employee meet to:

- Discuss past years performance
- 2. Discuss
- Set groundwork for next year's cycle
 - Identify potential
 - Objectives
 - Suggest development opportunities



Manager and employee separately prepare for review discussion Manager and employee meet to:

- Review expected outcomes
- 2. Set performance objectives
- 3. Set development goals
- 4. Establish resources

Manager and employee

- I. Discuss results to date
- 2. Review, refine and adjust objectives
- Remove barriers to goal achievement

TOPICS

Performance (/topics/performance)

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What is the performance cycle? (/fag/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 acomplishments, 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).