

The New Brunswick Small Business HR CONNEXION



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CHECKLIST


The following CHECKLIST presents a four-step process to manage employee performance.

1. Performance Management P&P

 [Performance Management P&P](#)

Once completed, this form will serve as the performance management policy and procedure

2. Phase 1 – First one-on-one meeting

 [Phase 1 First One-on-One Meeting Form](#)

This template will be used to start the process with the first one-on-one meeting with each employee.

3. Phase 2 – Follow-up

 [Phase 2 Follow-up Form](#)

This template will be used for the second phase of the process consisting of a follow-up of the agreement arrived at during the first meeting.

4. Phase 3 Performance Appraisal Form

 [Phase 3 Performance Appraisal Form](#)

This template completes the last phase of the process focusing more specifically on the performance appraisal of each employee by evaluating skills (knowledge), tasks (know-how), aptitudes and abilities (personal qualities) as well as the achievement of objectives set during the first meeting.

SOURCE USED TO DEVELOP THIS CHECKLIST:

The Restigouche CBDC HR TOOL KIT FOR SMALL BUSINESS