

The New Brunswick Small Business HR CONNEXION



CHECKLIST

Employee Performance Management in 4 Steps

- 1 Performance P & P
- 2 First one-on-one
- 3 Follow-up
- 4 Performance Appraisal

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