

Rater's Performance Management Procedural Compliance Plan

For each of the actions below record the planned date and the actual completion date. Preplanning these actions will increase the likelihood of timely processing and program compliance.

You will find this process much more valuable if you follow the FACT model:

F – Follow all procedural steps timely

A – Actively observe the employee's behavior and results

C – Coach your employees

T –Talk about achievement and contribution throughout the process

Date Planned	Date Completed	
_____	_____	Schedule procedural steps:
		 Individual performance plan (I.P.P.) discussion  First interim review discussion  Second interim review discussion  Annual review discussion
_____	_____	Obtain agency strategic/operational goal(s) from reviewer or appointing authority
_____	_____	Identify performance objectives and ensure each objective is aligned with the agency strategic/operational goal(s)
_____	_____	Create a work outcome statement using the S.M.A.R.T. formula for each performance objective, write to the mid-point of the rating scale and prioritize in order of greatest importance *
_____	_____	Secure reviewer approval of the I.P.P. **
_____	_____	Conduct I.P.P. discussion **
_____	_____	Informally observe, document and discuss with employee on a regular basis
_____	_____	Prepare first interim review discussion *
_____	_____	Secure reviewer approval of the first interim review documentation **
_____	_____	Conduct first interim review discussion no less than 30 days from I.P.P. discussion **
_____	_____	Informally observe, document and discuss with employee on a regular basis
_____	_____	Prepare second interim review discussion *
_____	_____	Secure reviewer approval of the second interim review documentation **
_____	_____	Conduct second interim review discussion no less than 30 days from previous discussion date **
_____	_____	Informally observe, document and discuss with employee on a regular basis
_____	_____	Prepare annual review discussion *
_____	_____	Secure reviewer approval of the annual review documentation **
_____	_____	Conduct annual review discussion no less than 30 days from previous discussion date **
_____	_____	Complete approval process in Edison
		*Seek employee feedback **Acknowledge or approve document in Edison

Standard Performance Management Cycle

