

PERFORMANCE MANAGEMENT

PURPOSE: A Performance Management system provides a system whereby company and individual performances can be improved. It also motivates, develops and enables employees to realize their full potential.

Comprehensive Job Descriptions will need to be put in place for each position in the company, before a Performance Management system can be implemented. Performance appraisal documents will make direct reference to the **Key Performance Areas (KPA's)** and **Key Performance Indicators (KPI's)** in the Job Descriptions.

WHAT THE PERFORMANCE MANAGEMENT SYSTEM INCLUDES: -

- A comprehensive policy on the steps involved in the process of Managing Performance.
- Comprehensive Job Descriptions for each position (e.g. Finance Manager, HR Assistant, Clerk, etc)
- Comprehensive Performance Appraisal documents for each person / employee.
- Performance Management spreadsheet for keeping track of the bi-annual performance appraisal scores and comments.

PLEASE NOTE:

The Performance Management system is a very detailed process and the Job Descriptions and Performance Appraisal documents will work hand-in-hand.

When a procedure is about to be introduced to employees, they will need to be **TRAINED** on the relevant procedure and then it can be implemented.

An electronic **TRAINING REGISTER** will be provided and employees can either do self-training or receive training in a group, but all must sign the training register.