



Performance Management Timeline

This timeline will show you the performance management cycle as this is ever revolving through an employee's service at an organization. You will find details on the process and what to do if performance isn't to the standard expected.

Employment Starts

The line manager should establish the direction/purpose of the employees role.



Development opportunities

Once the basic development needs are met, the line manager and employee will look at more opportunities to develop the employee further.



Undertake development

Once the action plan is finalised, the employee starts their development. This should be closely monitored by the line manager to ensure the employee stays on track with their development and if they come across any obstacles, they can communicate this to their line manager. The development should be within a reasonable timeframe and the employee given the proper resources to achieve their goal.

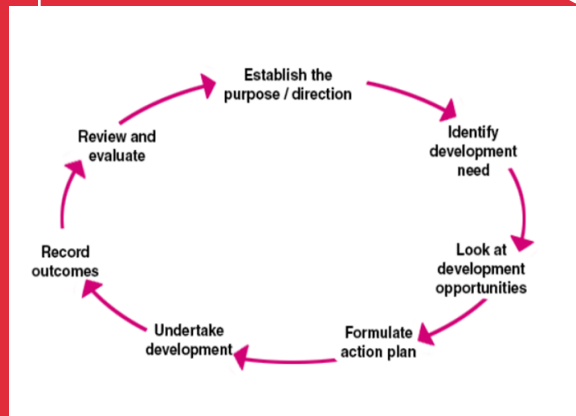


Re-start the cycle

Apart from the initial part where the employee joins your organization, the performance management process is ever revolving and can be started again.



The performance management cycle as shown by the CIPD



The UK Performance Management Report states that **36%** of employees who met with their managers annually to discuss performance thought they weren't meeting enough, whereas **70%** of employees who met with their managers monthly thought that they were meeting at the right frequency.



Development needs

The line manager will identify development needs and put effective measures in place with the assistance and input of the employee.



Formulate action plan

Once the development opportunities have been identified, the line manager and employee will form an action plan with measures to achieve this.



Record Outcomes

At the point where the employee has completed the development programme, the outcomes need to be recorded. This is to understand what was effective and what was not.



Review and evaluate

Review and evaluate how successful the development plan was and how reasonably achievable the development needs were. Once amendments have been made the new and improved development plan is ready to be used for the next employee.



10 practical tips for HR to use when performance managing



Combining effective appraisals at the right time

Effective appraisals at the right times are more effective in performance management than effective appraisals that are too spaces out or frequent appraisals that are ineffective.



If the performance management process is followed and implemented effectively at the right times, this should reflect in the results. It is important for managers to have the time and capacity to coach their teams and provide them with frequent feedback to thrive.

Want to learn more or get more details? Great! Visit www.cipd.co.uk/performance-management

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