

Getting Started: The Starter Kit

Tips for successful usage of The Performance Management System forms!

The Performance Management System Starter Kit contains the four essential forms to successfully launch a contemporary performance management system. To successfully begin using these ready-made forms, follow these tips from Abeo Consulting's seasoned Talent Management professionals.

TIPS FOR SUCCESS	
1	Make the forms easy to find. Store the forms where all employees can easily and quickly access them. Location ideas include company intranet, a learning management system (LMS), or a shared drive on a company network.
2	Use the forms electronically when possible. All forms are created as "fillable" by Adobe Acrobat standards. First, save your own version from the template. Then type directly in the form fields! You can save your version and come back later to continue editing.
3	Use the electronic signature feature on the Year-End Review form. Note that the once the form is signed, additional edits are blocked.
4	Document your company's annual performance management process. Establish dates for when goals should be composed and when Mid-Year and Year-End Reviews should be completed.
5	Communicate! Communicate! Communicate! Your employees and leaders will need reminders of the process and dates. Have a solid, year-long plan for communicating performance milestones.
6	Train your leaders first. The forms are just the beginning. Proper training on how to guide their employees through this is a requirement for creating a performance coaching culture.
7	Train your employees second. Once your leaders are ready, it's time to ensure your employees understand their responsibility in managing their own performance.
8	Have a plan for updating the forms. Annually, you should collect feedback on how your performance management process is working. Feedback may lead to improvements in the forms or additional training needs may be uncovered.
9	Consider how to aggregate your company's performance data. This data is useful for talent and succession conversations. Work with your executive leadership team to create this plan.
10	Call us if you need help! Achieving a positive culture of performance management is no easy task. These forms save you valuable time and allow you to focus your efforts on the necessary training and culture change. Questions? We are here to help!