

# Performance Management

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“Performance management” is all about setting goals, sharing feedback, and tracking progress and end results. Regardless of “employee category” there should be an annual process of goal setting or performance planning, regular check-in, and performance evaluation.

Research suggests that the most effective managers spend a total of four hours per year per employee discussing performance and professional development.

## Keys to Successful Performance Management

- **Keep it simple**
- **Maintain a regular routine of frequent interaction with each employee**
- **Focus on the future**
- **Encourage each employee to track his or her own performance**

## Supporting the Future Focus

An important factor in performance management is keeping a future focus – both from the standpoint of current year goals and objectives, and thinking further into the future to more strategic objectives and long-term career goals. Some guiding questions...

- What is your main focus over the next three months?
- What new discoveries are you hoping to make over the next three months?
- What new partnerships or collaborations are you hoping to build over the next three months?
- What ideas are your current discoveries and experiences giving you for future goals and development?
- What advancement or growth opportunities do you see coming out of your current work?
- What would you like to be doing more of?
- Two or three years from now, where would you like to be professionally?
- What would you need to achieve now to accomplish your long-range goals?
- What do you hope to pursue over the next year? Five Years?

## University Resources

- <http://www.hr.vt.edu/compensation/perfmgt/index.html>
- <http://www.provost.vt.edu/efars/>
- [http://uopd.hr.vt.edu/Professional\\_Development/all\\_courses/Dimensions/index.html](http://uopd.hr.vt.edu/Professional_Development/all_courses/Dimensions/index.html)