

Performance management plan task list

Use this task list to plan your process for formally managing performance.

Step	Action	Suggested Timeframe	Planned completion date	Date completed
1	Identify the issues. Where is your employee failing, meeting and exceeding expectations?	As soon as you become concerned about an employee's performance.		
2	Request a meeting with your employee in writing.	Allow 2-3 working days between the meeting request and the meeting.		
3	Meet the employee and document the performance agreement for a set timeframe. Agree on a date when you will meet again to review performance progress.	Provide documentation of the meeting outcomes to your employee within 1 working day of the meeting.		
4	Track and document their performance progress.	Two months after the first meeting.		
5	Meet to review progress and document the outcome of the meeting.	On the date agreed in the first meeting.		

For more information, see business.govt.nz's Hiring and managing people section.

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