

**Assessing Your
Performance-Management
Effectiveness**



FREE

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Assessing Your Performance Management Effectiveness

Review the following descriptions of actions that reflect Effective Performance Management Skills. Use this form to determine what You Are Doing to effectively manage employee performance. Identify ways to implement things You Are Not Doing.

INSTRUCTIONS: Place an X beside any activity that you currently do:

Do you Create Good Rapport?

- Do you establish a good emotional climate in which workers are free to learn, produce, and try innovative approaches?
- Is it pleasant and sometimes fun to work in your office?
- Do you avoid humiliating workers publicly with shouts and threats, or clobbering them privately after each mistake?

Do you Eliminate Contributory Factors?

- Do you check that disturbing noises, poor lighting, ventilation, wrong tools, malfunctioning equipment, and insufficient training don't contribute to delays?
- Are you certain your rules don't overlap or require endless steps to get permission to carry out tasks?
- Do you make the objectives and time frames absolutely clear?
- Do you firmly enforce the deadlines you've set and make clear the consequences of nonperformance?

Do you Take the Time to Motivate?

- Do you explain to subordinates how their jobs contribute to the total effort?
- Do you reassure them of your confidence that they can perform well, and deliver honest praise when they do?
- Do you discover your workers' personal goals and help them feel some sense of accomplishment?
- Do you link what they want done with the personal goals they have set for themselves?

Have you Instituted Helpful Mechanisms and Systems?

- Do you show workers how to break up their jobs into logical parts?
- Have you designed a system to reward achievement of major goals?
- Do you use display charts to graphically show status, improvement, and comparison of results?
- Do you have a system for rewarding workers with recognition events, additional training, raises, and promotions?

Performance Evaluation Questions

1. What Performance Issues Did I encounter this Month?
2. How Did I handle these Performance Issues?
3. How Did the Involved Employee(s) react during our Discussions?
4. Is there something I might have done Differently or Better?

Performance Management Actions

Review the following descriptions of actions that reflect Effective Performance Management Skills. Use this form to determine what You Are Doing to effectively manage employee performance.

1. **Ability to analyze ways to improve an employee's performance and capabilities.** An effective manager looks for opportunities for an employee to expand his or her capabilities and improve performance.

What Did I Do To **Improve My Employee's Performance And Capabilities**, This Week, This Month?

2. **Ability to create a supportive climate.** It is the manager's responsibility to reduce barriers to development and facilitate a climate that encourages performance improvement.

What Did I Do To **Create A Supportive Climate**, This Week, This Month?

3. **Ability to influence employees to change their behavior.** The ultimate test of management effectiveness is whether an employee's performance improves. But this is not a static concept. Be concerned with ongoing growth and development.

What Did I Do To **Influence Employees To Change Their Behavior**, This Week, This Month?
