

## VII.. Managing Performance Throughout the Year—NEXT STEPS



**REMEMBER:** Performance management is not just a “once a year thing.” It’s a year-round, ongoing supervisory process that includes:

- Continually complimenting an employee on accomplishments, large and small
- Thanking the employee often for specific contributions
- Keeping communication open
- Giving specific directions with timeframes
- Checking in regularly to see whether progress toward annual goals is on track
- Giving timely, specific feedback about performance
- Documenting less-than-satisfactory performance when appropriate.