#### 4.0 Performance Governance:

The below outlines the governance activities undertaken during the performance cycle period. This will ensure the integrity of the process and the adherence by all stakeholders to COMPANY performance standards and methodology.

#### Employee's Performance Cycle Period - Annual Basis

Jan.	Feb. Mar.	Apr. May J	un. Jul. Aug.	Sep. Oct.	Nov. Dec.
6	•		•		•
	Communicate PM year calendar	SMART objectives methodology	Announce mid-year review	Announce end-of-year performance evaluation	integration
Mho	Head of HR	CEO & Head of Departments	Head of HB	Head of HR.	Head of HR & Executive Management
Arthur	Communicate overview of the PM process on an armuel basis	Define SMART Objectives for the upcoming performance cycle period	Actions required for mid-year review, as required	Actions required for end-of-year performance evaluation	integration – incentives, career directionment, training, promotion, etc.

#### Roles & Responsibilities:

Below is an outline of the roles and responsibilities within the performance management cycle. Department heads and employees play key roles in the ongoing success with managing performance at COMPANY, supported by the Human Resources Department and the CEO as the role model for the process with direct reports.

CEO	<ul> <li>Drive the performance management process, including objective cascading and year-long communication about the progress against COMPANY business strategies</li> <li>Act as a Role Model for the process with direct reports</li> <li>Establish the standards for performance criteria and assessment with direct reports</li> </ul>		
Department Head	<ul> <li>Provides ongoing feedback to employees throughout the year</li> <li>Works with the employee to set, monitor and review SMART objectives and prepare development plans</li> <li>Helps align what the employee does</li> <li>Is accountable for making meetings happen and communicating rationale that supports performance evaluation related decisions</li> </ul>		
Employee	<ul> <li>Works with department head to set, monitor and review SMART objectives and prepares development plans</li> </ul>		
HR Department	<ul> <li>Assists the organization with the implementation and administration of the performance management system</li> <li>Drives deadlines for timely planning, mid-year and year-end review meetings</li> <li>Maintains records regarding the performance management</li> <li>Provides support and assistance to every stakeholder involved</li> </ul>		

# **Manual For Performance Management**

**AW Chickering** 

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