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| **Frequency and Format of Feedback** | |
| How often will feedback occur? |  |
| What format will the feedback take? |  |
| Will feedback be formal, informal, or a mix? |  |
| What challenges might arise with this frequency/format? |  |
| **Who Gives Feedback?** | |
| Who will be responsible for providing feedback? |  |
| Should feedback be 360-degree (multi-source) or one-way? |  |
| What would the role of each person be in the feedback process? |  |
| Managers |  |
| Peers |  |
| Employee Themselves |  |

**Performance Management System Development Activity**

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| **Aligning Feedback with Development and Business Goals** | |
| How will your system ensure feedback drives continuous growth? |  |
| How will feedback connect to broader business objectives? |  |
| What tools or resources will support continuous development? |  |
| How can managers effectively tie personal development plans into the team’s overall performance objectives? |  |
| **Addressing High Performers and Underperformers** | |
| How will high performers be recognized? |  |
| How will underperformance be addressed promptly? |  |
| What support will you offer for employees struggling to meet expectations? |  |
| How would your system provide recognition or feedback in real time? |  |

**Performance Management System Development Activity**

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| **Tracking and Measuring Progress** | |
| How will you track individual performance without annual reviews? |  |
| What data or metrics will you use to measure performance? |  |
| **Implementing the New System** | |
| What would be the biggest challenge in implementing your new system? |  |
| What steps would you take to overcome these challenges? |  |
| What’s one thing you think is a must-have in this new system? |  |
| **Next Steps** | |
| What immediate actions could you take to start implementing your ideas? |  |
| How can you ensure this system is sustainable in the long term? |  |

**Performance Management System Development Activity**