

# AI AS YOUR PERFORMANCE MANAGEMENT PARTNER

## FRAMING THE CONVERSATION

Performance management often gets groans, not excitement. Positioning AI as a partner can shift the narrative from “more admin” to “new opportunities.” HR can engage their C-Suite and managers by:

### FRAMING AI AS STRATEGY, NOT TECH

“This isn’t about gadgets. It’s about giving leaders more time for coaching and helping employees grow faster.”

### CREATING CURIOSITY, NOT FEAR

Host short demos showing how AI can simplify feedback or goal setting—then invite leaders to test it with their own scenarios.

### PROMPT FOR LEADERS

“If AI could take one repetitive task off your plate tomorrow, what would you choose?”

### LINKING TO BUSINESS GOALS

Tie AI’s role in performance management to outcomes leaders care about: retention, productivity, and culture.

### STORYTELLING OVER STATISTICS

Share success stories (internal or industry examples) rather than overwhelming leaders with jargon.

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## PRACTICAL WAYS AI CAN SUPPORT PERFORMANCE MANAGEMENT

Here are three practical areas, each with copy-paste prompts managers or HR can experiment with:

### FEEDBACK & COACHING

- Example: AI drafts a first pass of quarterly feedback.
- Prompt: "Write constructive feedback for a team member who delivers high-quality work but struggles to meet deadlines. Keep the tone encouraging and professional."
- Pro Tip: Use as a starting draft, not the final word.

### GOAL SETTING

- Example: Aligning employee goals to department strategy.
- Prompt: "Turn this goal into a SMART goal: 'Improve customer response time.' Make it measurable and time-bound."
- Pro Tip: Managers can use AI for structure, then personalize it to fit the individual.

### EARLY INSIGHTS

- Example: Spotting trends in performance or engagement survey data.
- Prompt: "Analyze this set of performance notes [insert anonymized text] and summarize top strengths and growth areas."
- Pro Tip: Use insights to guide coaching conversations, not to label employees.

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## WATCH-OUTS & GUARDRAILS

Before jumping in, HR should set boundaries.

### BIAS

- Algorithms replicate what they're fed. If historical reviews show bias, AI will echo it.
  - HR Tip: Review outputs for language that feels gendered, cultural, or exclusionary.

### PRIVACY

- Protect sensitive employee data and clarify what AI sees.
  - HR Tip: Include data use in policy updates or manager training.

### OVER-RELIANCE

- Managers shouldn't "outsource" judgment.
  - HR Tip: Position AI as a draft partner or assistant, never a final decision-maker.

### TRANSPARENCY

- Employees deserve to know if AI plays a role in evaluations.
  - HR Tip: Use simple, clear language: "AI helped us organize this data, but your manager made the final decision."

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## REFLECTION PROMPTS FOR YOUR ORGANIZATION

Use these during or after the roundtable, or take them back to your team:

- Where could AI reduce bottlenecks in your current performance process?
- What risks or concerns would your employees raise about AI in reviews?
- How could you test AI with a pilot project that feels low-risk?
- What one metric (e.g., time saved, employee clarity, manager confidence) would you use to measure success?

## TAKEAWAY CHECKLIST: USING AI AS A PARTNER, NOT A REPLACEMENT

Use this as a quick action plan back at the office:

- Identify one performance step where AI could save time (feedback drafting, goal structuring).
- Run a pilot with one team or one cycle before scaling.
- Communicate openly to managers and employees about AI's role.
- Keep human oversight at every stage: AI suggests, humans decide.
- Share results (what worked and what didn't) with peers and leadership.