

# The Performance Culture System™

## Employee Guide

We believe people deserve a chance to be great and work in an environment they love; that an organization's culture should build a sense of community while fulfilling its mission. Performance Culture is a web-based performance management platform that helps managers and employees improve through the three steps of Align, Coach and Manage.

The purpose of this guide is to help you understand your role in building a performance culture and how you can grow professionally and achieve your personal vision.

### Preparing for Performance Reviews

**Meet weekly** - Keep the lines of communication open with your manager by using weekly touchpoints to discuss accomplishments, priorities, and needed support.

**Identify your personal vision** - Writing down your personal vision creates clarity.

**Record your thoughts** - Self assessment is a tool for you. Record your thoughts, wins, questions and challenges throughout the period, not just at the end of the quarter.

**Assess yourself** - Complete the self assessment and provide specific examples when possible. This is your chance to share with your manager how you think you are doing.

**Coaching Tip:**

**Not sure about your personal vision?**

**Think about your next right step.**  
- What you want to learn, achieve, become.

### Reviews are done - Where are you on the Matrix?

The Performance - Values Matrix is based on your performance objectives and workplace behaviors. Receiving feedback and understanding "where you are" is vital to both the success of your organization and your overall personal fulfillment.

**★ Star** - You are performing well and displaying the right behaviors. You may be asked to mentor other team members. Continue to communicate your professional and personal goals.

**P Potential** - You are demonstrating the right behaviors but have not yet achieved the desired performance level. Continue to learn and work on meeting performance objectives. Ask for clarity on any questions you have and seek opportunities to develop your skills and knowledge. Continue to communicate openly with your manager.

**↻ Aligned** - While you have met your performance expectations, you are displaying attitudes or behaviors that do not support your organization's desired culture. Seek to understand the heart of your organization's core values and culture. Review your behavioral assessment and those of your teammates and manager to improve communication.

**? Right Fit?** - Expectations have not been met with regards to your performance objectives as well as your assigned workplace behaviors. Seek clarity and coaching from your manager and re-evaluate whether your personal vision aligns with your position and organization.



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## Take Charge of Your Development

Link individual performance to business results.

- Maximize weekly touchpoints by focusing on priorities and what's most important.
- Communicate your personal vision and goals.
- Ask for clarity when needed.
- Be open to feedback and coaching.

## How to prepare for 1 on 1 Meetings

1. Request 1 on 1 Meeting and get it on the calendar.
2. Document activity status, results compared to goals, and topics to discuss for your next meeting.
3. Prepare to be specific about progress compared to objectives and where support is needed.
4. Communicate interest and goals for developing new skills.
5. Document commitments and schedule follow-up meetings.
6. Share or update your current personal vision.

## Recommended Reading

[Thanks for the Feedback - The Science and Art of Receiving Feedback Well](#) \*even when it is off base, unfair, poorly delivered, and, frankly, you're not in the mood

By Douglas Stone and Shelia Heen

