

The Performance Culture System™

New 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 provide the recommended process for implementing Performance Culture for new employees.

Introducing New Employees to Performance Reviews

About Performance Culture - Start the introduction with an Overview of Performance Culture, the coaching process and the Performance - Values Matrix. (Help Center > Overview)

Share Your Company Information - Ensure they understand and support your Mission, Vision, Workplace Behaviors and Goals. (Company > Purpose)



Performance Review Process

Follow the steps below to complete the performance review process for all employees.

1. Add employee into Performance Culture with appropriate access. (Company > People)
2. Build a Current Review for the employee's role. (Feedback > Performance > Team Reviews)
3. Host Initial 1 on 1 coaching session
 - Current Review - explain expectations and allow employee to ask clarifying questions.
 - Personal Goals & Professional Development Objectives - employee and manager will complete this section together.
4. Weekly Touchpoints - meet weekly for 10-15 minutes to discuss accomplishments, priorities and ask how you can help. (You may choose to use Feedback > Check-Ins for these updates)
5. Coaching Notes - it is recommended for managers to make coaching notes throughout the cycle.
6. Self Assessment - once the cycle has ended, the employee will complete their self evaluation.
7. Manager Evaluation - once the cycle has ended and the self assessment is complete the manager will complete their evaluation*.
8. 1 on 1 Review coaching session - meet with the employee to review evaluation results and discuss feedback
 - Sign the Review - at the end of the review conversation, manager must sign to update the review status from current to past.
 - Copy Review - after the review is finalized, manager must copy the review to create a new current review for next cycle.
 - Personal Goals & Professional Development Objectives - employee and manager will complete this section together.

*Managers - refer to the Manager's Coaching Guide for coaching tips and preparation for the 1 on 1 Coaching Session. Refer to the Review Facilitation Guide for the recommended process for review conversations.

888-505-0650
PerformanceCulture.com

 PerformanceCulture
Better Teams. Better Results.