



CONTINUOUS PERFORMANCE MANAGEMENT



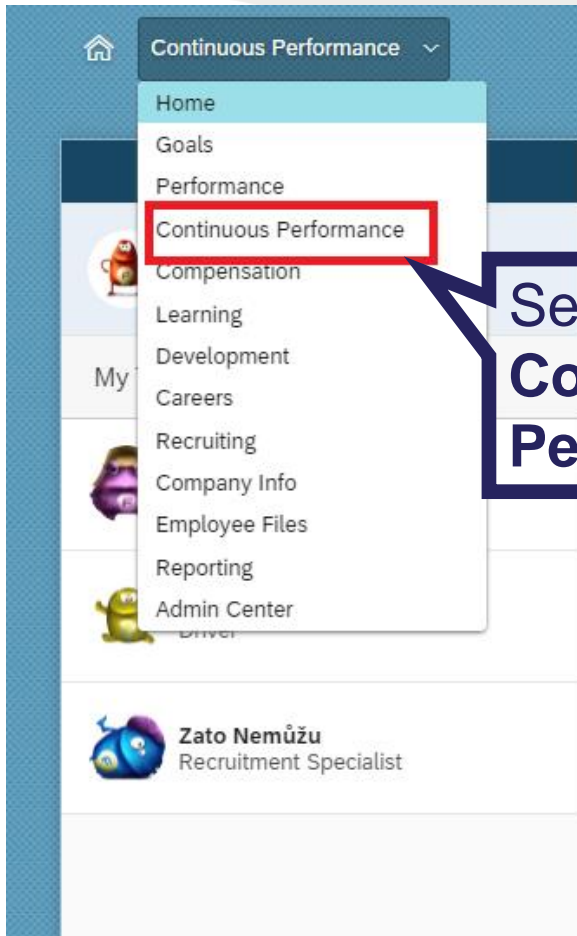
CPM (Continuous Performance management)

- This tool helps superiors to communicate with their teams more often and to continuously record achievements and activities
- Use CPM to:
 - Manage regular communication with teams.
 - Provide or request feedback from both internal and external people.
 - Continuously assess achievements and link them to specific goals.

CPM – recommendation for practise

- You can use topics as a note book (instead of tracker for 1:1 meeting), advantage is that you have everything at the same place
- Activities can serve for setting individual tasks (also for daily operative), can be added whenever (out of evaluation period too)
- It is possible to link activities up with performance and development goals. When they are achieved you can transform them in a success.
- An advantage is, that topics and activities can be seen by a superior and by employee and both of them can edit them
- Request feedback (on you or on your team) - you can ask whenever, when you need to know opinion of other people (is it possible to send it even to external person, e.g. supplier etc.)
- Give feedback – you can give it to anybody of your colleagues from our company (e.g. in the situation when your colleague succeed in something and you want to appreciate him/her)

CPM (Continuous assessment)




Select
Continuous
Performance

A screenshot of the 'Details' page for 'Zato Nemůžu Recruitment Specialist'. The page has a dark blue header with the title 'Details'. Below the header, there is a profile card for 'Zato Nemůžu Recruitment Specialist' with a blue cartoon character icon. Below the profile card, there are three tabs: 'ACTIVITIES' (highlighted with a red box), 'ACHIEVEMENTS', and 'FEEDBACK'. Below the tabs, there is a date selector for 'April 16, 2020'. The main content area is divided into three sections: 'ACTIVITIES' (with a '+ Add Activity' button), 'Discussion Topics' (with a '+ Add Topic' button), and 'Coaching' (with a 'Provide Feedback' button). At the bottom, there are two text input fields labeled 'Achievements:' and 'Areas to improve:'.

There are 3 main categories in CPM: **Activities**, **Achievements**, and **Feedback**.

CPM - Activities

Details


 Jana Včerejší
Driver

ACTIVITIES ACHIEVEMENTS FEEDBACK

< April 16, 2020 >

ACTIVITIES
Please review Jana's activities

Připavit nový návrh procesu



Discussion Topics
Add other topics to discuss during your next 1:1

Coaching
Provide Feedback

Achievements:

Areas to improve:

1) Select the **Activities** category

2) Use this button to add activities

3) Use this button to add topics for discussion during the meeting

4) Here you can specify what they did well and what not (where improvement is needed). This helps further development.

5) Meet the employee to discuss your intentions. Confirm by clicking **Meeting Realized**. All activities will disappear as they are considered as discussed.

CPM – Adding activities

New Activity

*Activity Name

*Status
Not Started ▾

Goals

Performance Goal

Development Goal

Save Cancel

You can add a new activity.

You can change the activity's current status.

Save activity.

You can link activities to both performance and development goals.

CPM – Adding achievements

You can add new achievements (something the employee did well)

Achievements can be linked to both performance and development goals

Details

Anna jsem Fialová
Assistant

ACTIVITIES **ACHIEVEMENTS** FEEDBACK

Add Achievement

+ Add Achievement

*Achievement Name
Describe the Achievement

*Achievement Date
April 16, 2020

Goals
Performance Goal

Save Cancel

Here you can add a new achievement

Set the achievement date

Save the achievement

CPM – Feedback

The screenshot shows a user profile for 'Jana Včerejší Driver'. The profile includes a yellow cartoon character icon, the name 'Jana Včerejší', and the title 'Driver'. Below the profile information are three tabs: 'ACTIVITIES', 'ACHIEVEMENTS', and 'FEEDBACK'. The 'FEEDBACK' tab is highlighted with a red box. Below the tabs is a navigation bar with three buttons: 'Request Feedback', 'View Feedback Requests', and 'Give Feedback'. The 'Request Feedback' button is highlighted with a red box and has a callout box pointing to it that says 'Click here to request feedback'. The 'View Feedback Requests' button is also highlighted with a red box and has a callout box pointing to it that says 'See your previous requests for feedback'. Below the navigation bar, there is a message that says 'There isn't any feedback for you to review yet.'. A large callout box on the right side of the page says 'Here you can give feedback on anyone in the company'.

CPM – Request for feedback I

Request Feedback

1 Once this request is responded to, your direct report will have access to the feedback message as well

*Feedback from whom?

Search by name

*Message

Since you have worked with Jana Včerejší, I'd like to get your feedback. Could you please let me know what you think your colleague did well and provide one constructive suggestion on what your colleague could do better in the future?

Best regards,
Tomáš Marný

Adjust the message
as needed

Send feedback
request by
clicking **Send**

Send

Cancel

FOXCONN

Write name
of person
from whom
you want to
request
feedback on
a team
member

CPM – Request for feedback II

Feedback Requests

You have not sent any feedback requests yet

Here you can see previous requests (there are currently none)

OK

CPM – Giving feedback

Give Feedback

*To

Search by name

Jana Včerejší

Select the person
who you want to
give feedback on

*Feedback

Share your feedback to help recipients reflect on their work

Here you can
write constructive
feedback

Send feedback
by clicking
Send

Send

Cancel

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