



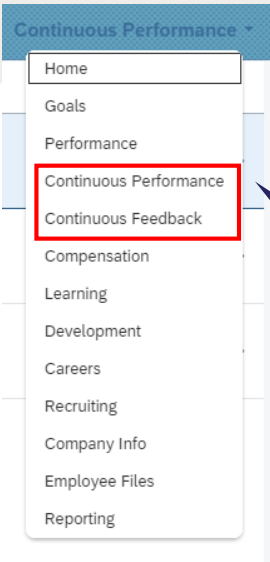
# CONTINUOUS PERFORMANCE MANAGEMENT



# 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 your team and superior.
  - Provide or request feedback from both internal and external people.
  - Continuously assess achievements and link them to specific goals.

# CPM - Continuous Performance



Select  
**Continuous  
Performance**

There are 3 main categories in CPM that you can use throughout the year: activities, achievements and feedback - you will find the first 2 of them in the **Continuous Performance** section. Feedback you can find in **Continuous Feedback**.

Options for: adding a new activity; start a meeting (used to create a record of a meeting with a subordinate/superior); option to add an achievement.

A dashboard titled 'My Activities with Gabi Glázrová'. At the top right are buttons for 'Create Activity', 'Start Meeting', and 'Achievements'. Below the title are two tabs: 'View by Status' (selected) and 'View by Goal'. The dashboard displays five status cards: 'Not Started (1)' with a 'Test activity' card; 'On Target (0)'; 'Off Target (0)'; 'Completed (1)' with a 'Test achievement' card; and 'Not Completed (0)'. The 'Test activity' card shows 'Updated today' and 'Not Started'. The 'Test achievement' card shows 'Updated today' and 'Completed'.

Status	Count	Item	Item Status
Not Started	1	Test activity	Not Started
On Target	0		
Off Target	0		
Completed	1	Test achievement	Completed
Not Completed	0		

# Create a new activity/achievement

You can add a new activity (or achievement) via the button Create activity / Create achievement (the fields to be filled in are similar)

You can linked the activity / achievement to both a performance goal and a development goal.

## Create Activity

Activity Name: \*

Status:

Linked Goals

Performance Goal

Development Goal

# CPM – zpětná vazba

The screenshot shows the 'Continuous Feedback' interface. At the top, there is a search bar and navigation icons. The main section is titled 'Feedback' and has three tabs: 'Feedback Received', 'Feedback Given', and 'Requests Sent'. The 'Feedback Given' tab is active. Below the tabs, there are two feedback cards. The first card is from Ben Brook, an Accounting Specialist, dated July 17, 2023. The second card is from Jan Werich, also an Accounting Specialist, dated February 24, 2023. Each card includes a 'View more' link at the bottom. Callouts provide additional information: one points to the 'Feedback Received' tab, another to the 'Request Feedback' button, and a third to the feedback cards.

Continuous Feedback

Search for actions or people

Feedback

Request Feedback Give Feedback

Feedback Received **Feedback Given** Requests Sent

2023 (2)

Ben Brook Accounting Specialist

Feedback given on July 17, 2023

Co se podařilo?

"vše se povedlo"

View more

Jan Werich Accounting Specialist

Oceňuji spolupráci s tebou, protože... / I appreciate cooperatio...

Feedback given on February 24, 2023

Co se podařilo?

"Během projektu se ti povedlo... / You did well during the project..."

View more

You can ask someone from the company for feedback, or give it to someone from your colleagues.

When you receive feedback, you will receive an email notification.

Here you can see: the feedback you received, in other tabs then the feedback you gave to someone.