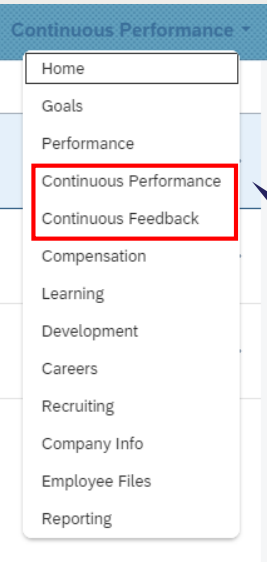# CONTINUOUS PERFORMANCE MANAGEMENT

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CPM (Continuous Performance manaement)

- **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.

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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.

Continuous Performance

- Home
- Goals
- Performance
- Continuous Performance
- Continuous Feedback
- Compensation
- Learning
- Development
- Careers
- Recruiting
- Company Info
- Employee Files
- Reporting

Continuous Performance

My Activities with Gabi Glázrová

Create Activity Start Meeting Achievements

View by Status   View by Goal

Status Not Started (1)	Status On Target (0)	Status Off Target (0)	Status Completed (1)	Status Not Completed (0)
Test activity Updated today Not Started			**Test achievement** Updated today Completed	

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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: *

Enter the activity name.

Status:

Not Started

Linked Goals

Performance Goal

No goals available

Development Goal

No goals available

Save   Cancel

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CPM – zpětná vazba

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

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

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