

PERFORMANCE MANAGEMENT CHECKLIST - KEY SUCCESS FACTORS.

HOW WELL DOES MY ORGANISATION DO IT?

1: CLARITY: *How effectively does my business allow roles to be clearly defined by providing detailed PDs, clear objectives, competencies, goals, targets etc?*

(Ineffective) 1 2 3 4 5 *(Highly effective)*

2: MEASURES: *My business has protocols in place to assist managers and team members to develop specific, achievable and challenging measures and milestones for all aspects of each person's role.*

(Little support) 1 2 3 4 5 *(Ongoing, effective support)*

3: CAPABILITY – SKILLS, KNOWLEDGE, EXPERIENCE, ATTITUDE: *All roles within my business have clearly defined expectations as to what capability a team member must have to produce consistent above the line results and performance.*

(Little or no definition) 1 2 3 4 5 *(Clear, articulated definition)*

4: DEVELOPMENT: *Development of every team member is encouraged by my business, at appraisal time and also on a more ongoing, informal basis. A key element of this commitment comes in the form of funding and allocated time.*

(Little support) 1 2 3 4 5 *(Ongoing, effective support)*

5: CULTURAL EXPECTATIONS AND FIT: *My business supports and clarifies a cultural vision, outlining what behaviours team members may adopt to support this vision.*

(Little support) 1 2 3 4 5 *(Ongoing, effective support)*

6: TIME, SPACE, MONEY: *My business provides adequate resources to allow all targets and goals to be effectively achieved.*

(Inadequate) 1 2 3 4 5 *(Very adequate)*

7: MANAGEMENT SUPPORT: *Right now, I am setting aside the time and focus to effectively support and manage my team to perform at their optimum level.*

(Little support) 1 2 3 4 5 *(Ongoing, effective support)*