

Do's and Don'ts for Performance Planning

The following are some points to provide guidance in creating performance plans.

Do:

1. Do involve your employee in the creation of the performance plan.
2. Do utilize the [SMARTER](#) goals.
3. Do make sure your SHRA goals add up to 100%.
4. Do make sure your Individual Goals tie back to the job description. Personal goals related to the job (i.e. certification and training) should go in the Talent Development Plan section.
5. Do attach commendations, certificates, and accolades in support of the employee's performance.

Don't:

1. Don't include information related to an employee's FMLA, ADA or Worker's Comp.
2. Don't use performance planning as a Disciplinary Action Step.
3. Don't create new goals in the middle of the performance process without employee review and next level supervisor agreement.
4. Don't attach confidential and sensitive documents (i.e. written warnings, medical information).