

# Performance Management Activities

Quarter	Activities
Q1 – Beginning of the cycle (MCP employees: April – June)	Set performance goals for the coming year <ul style="list-style-type: none"> <li>•Based on business/operational plan</li> <li>•6-8 goals per person is ideal</li> <li>•Must be SMART</li> <li>•Record in performance plan portion of form</li> </ul>
Q2 (MCP employees: July – September)	Check in with employees on the goals set in Q1 <ul style="list-style-type: none"> <li>•Ensure that employee is on track with goals</li> <li>•Coach if needed; modify goals if needed</li> </ul>
Q3 (MCP employees: October – December)	Mid-year review <ul style="list-style-type: none"> <li>•Meet with each employee</li> <li>•Get performance plan &amp; review the goals</li> <li>•Identify performance gaps if any</li> <li>•Coach if needed; modify goals if needed</li> <li>•Record meeting date on form</li> </ul>
Q4 – End of the cycle (MCP employees: January – March)	Year-end review <ul style="list-style-type: none"> <li>•Ask employee to record achievements/results based on the goals set in Q1</li> <li>•Meet with each employee and review performance (assess competencies if MCP employee)</li> <li>•Record results/comments on form</li> <li>•Give employee chance to review and make comments (24 hours or according to union agreement)</li> <li>•Finalize rating</li> <li>•Make copy of form for employee and self. Send original to HR.</li> </ul>

