



# LAB Quick Guide: Performance Management

LAB strives to create an environment where you can perform at your best. Our Performance Management Process (PMP) includes steps designed to set clear expectations, review your progress, and support your growth and development.

## KEY INFORMATION

### WHAT IS PERFORMANCE MANAGEMENT?

Performance management is the ongoing process of communication between you and your supervisor in support of achieving LAB goals.

There are three (3) key components of performance management at LAB:

1. **Goal Setting:** With guidance from your supervisor, you will create your individual goals for the year. Your goals will be aligned to and in support of LAB goals.
2. **Development Planning:** You and your supervisor will create a development plan based on your strengths and develop areas. You will attend Professional Development Days to support your development.
3. **Progress Checks (formal & informal):** You will have regular conversations with your supervisor to review progress and any areas where you need support.

In addition to informal check-ins, formal evaluations review your job performance over a specified period.

These evaluations will involve:

- **Self-assessments:** What did you accomplish?
- **Performance factors:** How did you get the work done? What skills, values, competencies did you demonstrate?
- **Supervisor's assessment:** How well did you perform against LAB goals and behaviors?
- **Your feedback:** What support do you need?

## TIPS & BEST PRACTICES

- ✓ Performance conversations should be ongoing, not just around key dates.
- ✓ Nothing works without follow up. Schedule regular performance check-ins.
- ✓ Feedback goes both ways. Make it a two-way continuous loop.
- ✓ Keep it professional, not personal.

Performance management is ongoing at LAB. Watch for key dates throughout the school year:

### September

- ✓ LAB releases annual goals

### October

- ✓ Goal plans due

### November

- ✓ Development plans due

### February

- ✓ PMP training

### March

- ✓ Self-assessments due
- ✓ Supervisors written assessment due

### April

- ✓ Formal evaluation conversations
- ✓ Offer letters sent