**What is performance management?**

Performance management describes the arrangements that employers use to maintain, and improve the performance of their workforce so that the organisation achieves its goals and employees are developed.

Most performance management arrangements involve:

* employees being set performance measurements
* meetings between a manager and each member of staff to discuss their performance
* assessing employees against their performance measures
* a record of performance being kept.

How this is done can vary widely, depending upon the particular needs of the organisation.

For help on deciding what would be appropriate for your organisation, go to [How to get performance management right](http://www.acas.org.uk/index.aspx?articleid=6609).

**Why is managing performance important?**

Good performance management is essential to get the best outcome for organisations and the workforce. If performance is not managed well, staff are unlikely to perform at their best.

Good performance management arrangements can help an organisation:

* motivate staff
* check that all staff are making valuable contributions towards organisational goals
* develop staff
* recognise and acknowledge the good work of employees
* deliver tasks and projects quickly and to required standards
* spot and improve poor performance.

However, it is important to keep the arrangements as simple as possible, so that managers and staff do not work around it.

**How to get performance management right**

Creating arrangements that best suit the needs of your organisation is clearly important. To help you achieve this, there are number of actions you, as an employer, should consider.

We strongly believe in a cost effective, tailored, digital appraisals process, that will give you

1. The ability for upward and peer appraisal

2. The ability to tailor appraisals to individuals, making them more relevant and engaging

3. The ability to immediate and timely feedback to affirm or adjust behaviour, making it more 2 way and ongoing and engaging.

4. Able to use dynamic goal setting so as the priorities of the organisation changes, then targets for individuals can change - again making it more agile, engaging and less of a tick box exercise

5. Links performance feedback with training.

And a little training in performance management, coaching and difficult conversations can work wonders for your productivity

I hope this is in line with your thoughts on what a digital appraisal system should do for you.

In summary, a good system will measurably build on your

Communication

Performance Management

Employee Engagement