COLORADO
Division of Human Resources
Department of Personnel & Administration

Email: hrs.consulting.services@state.co.us

Performance Management Tracking

A very important component of a fair and objective performance management system is an on-going tracking program. As difficult as it sometimes seems to take 15 minutes a week to write down the results of the week's efforts, it is critically important in the long run. At first it will seem as if nothing out of the ordinary happened during the week, but as you get more proficient at this process, you will find that the documentation will help you organize your on-going feedback to employees, notice the achievements and activities of your employees, and contribute immensely to a fair and objective evaluation process at year-end.

The Performance Worksheet can be used to note accomplishments and performance issues. You might also have your employees track their own performance using this worksheet. As you review their performance perceptions during feedback sessions, you will get an idea of how they see their functions and priorities.

Sample Performance Worksheet for tracking your own performance:

Date	***Related Job Duty/Goal***	***Action/Behavior***	***Tracking Source***	***Actual Results***
8/1/13	Access Training	Completed Intermediate Access Training, 7/15/13.	Certificate of Completion	Upgrading our database to include information on all students who didn't re-register.
8/30/13	Student Relations	Called all students who didn't re-register last semester.	Call List Registration docs	14 students registered for Fall.

Performance Worksheet

Name:

Date	***Related Job Duty/Goal***	***Action/Behavior***	***Tracking Source***	***Actual Results***

Employee/Supervisor Communication Planning – Feedback Sessions

The following forms may be used by employees and supervisors to plan their communication during feedback sessions. The employee describes their strengths, areas for improvement, and ideas or actions for the future. During the feedback session, they take notes on the supervisor's input on these topics. The employee keeps the planning sheet for later reference. The supervisor follows the same plan for the employee, and takes notes on the employee's feedback for future reference.

Name:_____ Date:_____

Employee Communication Planning--Feedback Sessions

My Strengths:	*Supervisor Feedback:*
Things I can improve:	*Supervisor feedback:*
Ideas/Actions:	*Supervisor Feedback:*

Name:_____ Date:_____

Supervisor Communication Planning--Feedback Sessions

Employee Strengths:	*Employee Feedback:*
Things Employee can improve:	*Employee feedback:*
Ideas/Actions:	*Employee Feedback:*