

## HR Admin Pre-Planning

<b>Pre-Planning</b>	Document Creation	<b>Planning</b>	Performance Notes	Evaluation
		HR Admin Tasks	Reports	

HR Administrators are key players to the success of the performance management process in an agency. Being well prepared for the kick-off of a performance management cycle will help the process go smoother throughout the year. Pre-planning is important because if you spend time preparing upfront, it will save time later in the year.

Pre-Planning is an ongoing process throughout the year. However, it is important for the HR Administrators to review the following areas in March prior to the creation of the performance documents in May:

- 1) Review all agency organization charts to ensure all employees that are in the agency are accounted for and have a line of management they are reporting to.
- 2) Review reporting relationships to ensure that employees are reporting to the correct manager.
- 3) Review all employees in the agency for job title (employee level) accuracy.
- 4) Ensure all employees have email addresses to assist with the work flow of the new ePerformance system.
- 5) Document and communicate any exceptions to items 1 – 4 listed above and communicate how these individuals or situations should be handled.
- 6) Determine and execute any training needed to managers and employees on updates, upgrades or changes to the system, process or policies.
- 7) Communicate performance year timeline, performance management cycle, and points of contact for any performance management cycle questions.