

CHUNK &
ORGANIZE

BIG PICTURE
VIEW

CONTEXTUALIZED
INFORMATION

THE 5-MINUTE PERFORMANCE MANAGEMENT OVERVIEW

A 12-MONTH JOURNEY WITH YOUR MANAGER



JANUARY

- Performance year begins

JULY

- Mid-year check-in on progress, challenges and wins



ONGOING

- Continuous evaluation and feedback
- Regular conversations between you and your manager
- Coaching, development and professional opportunities

MARCH

- Set clear goals based on the strategic priorities of the business and your job level.
- Your manager will help you develop the goals and approve them in **Workday**.



DECEMBER

- Self-evaluation and final evaluation on goal achievement; potential discussion on promotion
 - Receive a rating between 1 and 5 based on achievement of goals
- 1 Did Not Meet Expectations
 - 2 Meets Expectations
 - 3 Significantly Exceeded Expectations

GOOD FOR YOU

- Clear expectations so you know what success looks like
- Continuous, actionable feedback
- Potential for more recognition and rewards
- Career growth and development

GOOD FOR THE COMPANY

- Emphasis on strategic priorities
- Performance-based system
- Improved talent development and retention
- Rigorous standardized process reduces bias

© 2025 Blue. All rights reserved.

WIIFM

© 2026 Blue. All rights reserved.