Process of identifying what you want to accomplish and creating a plan on how to achieve your desired results within a specific time frame. Performance Planning Tool is used to create SMART goals, set objectives, establish duties and responsibilities.

An informal one-on-one meeting between supervisors and employees to assess progress on previously established goals and objectives. Performance Planning Tool is used to record and monitor progress.

The formal assessment of employee performance for the year based on previously established goals and performance criteria. Performance Planning Tool is used throughout the process, beginning with:
- self-assessment
- manager assessment
- one-on-one meeting
- acknowledgements