EMPLOYEE’S PERFORMANCE MANAGEMENT
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Performance management is an organized process by which the school, with the principal as its head involves the other employees, as individuals and members of a group, in the effective accomplishment of school’s mission and goals. It is a vital part of any change process as it measures how effective plans are and how well they are carried out as stated by authors Otley and Kent.

Performance management is very essential in creating effective workforce within the school. If it is implemented correctly, it can create positive performance outcomes.

The following are the different steps that the school head may use in managing the performance of employees in the school.

1. Planning  As a leader and manager of the school, the principal or school head must learn how to plan work in advance. In planning, it is necessary that all the teaching and non-teaching staff be involved. Getting them involved in the process will help them understand the goals of the organization, what needs to be done, why it needs to be done, and how well it should be done.

2. Monitoring. School head should do the monitoring of assignments and projects well and it must be employed continually. Monitoring well means regularly measuring performance and providing continuing feedback to employees and work groups on their progress towards the attainment of their goals.
3. Developing. Employees’ developmental need should be evaluated and addressed by the school head. Developing means increasing the capability to execute the given tasks through trainings and seminars. Providing employees with training and developmental opportunities reassures good performance, strengthens job-related skills and competencies, and helps employees keep up with changes in the workplace.

4. Rewarding. Rewards can also be used by the school head in managing performance of employees in the school. Whether it is simple public recognition or actual monetary rewards, no performance management process will be complete or effective without good use of rewards. They can improve morale and employee satisfaction, boost productivity, and help one move closer to his/her goals. If the school head wants the performance management to be successful, he/she must take the time to utilize rewards.

Citations/References

Electronic References:

https://www.opm.gov/policy-data.../performance-management/overview-history