

# ***BambooHR® Performance Management Cheat Sheet for Employees***



# Assessments

Employees and managers receive notifications in BambooHR and their inbox when it's time to complete assessments.

The screenshot shows the BambooHR interface for Daniel John, HR Director. The 'Performance' tab is active, displaying a 'Self Assessment' form for the period Jan 4, 2021 - Apr 3, 2021. The form includes questions such as 'How well does Your Own Co recognize my value?', 'What would have the greatest impact on my ability to do my best work more often?', 'What are some things I do well?', 'How could I improve?', and 'What is your favorite project you've worked on this quarter and why?'. A 'Manager Assessment' section is also visible, indicating that the manager's feedback will be shown once completed. A sidebar on the left contains contact information, a birthday reminder, and a list of direct reports.

**Employees** complete four simple self-evaluation questions. After submitting their answers, they can see their manager's feedback on areas where they excel and where they need improvement.

The screenshot shows the BambooHR interface for Charlotte Michelle Abbott, HR - Payroll. The 'Performance' tab is active, displaying a 'Manager Assessment' form for the period Oct 4, 2019 - Jan 3, 2020. The form includes questions such as 'Charlotte WILL NOT SEE Your Answers to These 2 Questions', 'How could Charlotte improve?', and 'What project has Charlotte performed the best on this quarter and why?'. A 'Self Assessment' section is also visible, indicating that the self-assessment will be shown once completed. A sidebar on the left contains contact information, a birthday reminder, and a list of direct reports.

**Managers** also give feedback about what each employee does well and ideas on how each employee could improve.

# Feedback

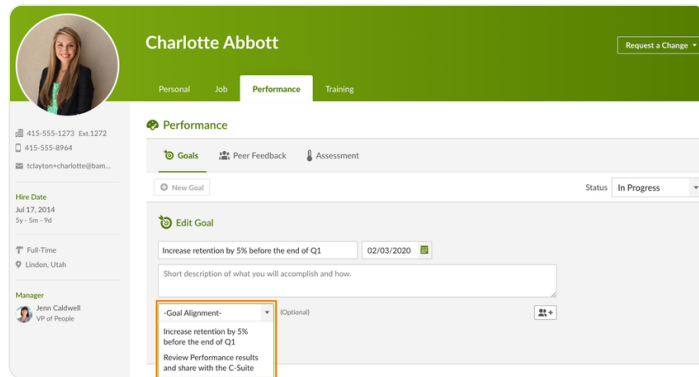
Enabling feedback adds additional perspectives on employee performance. Each review cycle, managers choose peers to review each member of their team.

The screenshot shows the 'Requests' section of the BambooHR interface. On the left sidebar, under 'Inbox (8)', there are links for 'Approvals (2)', 'Timesheets (2)', 'Signatures (1)', and 'Peer Feedback (5)'. The 'Peer Feedback (5)' link is highlighted with a red box. Below this are 'Completed' and 'Sent' sections. The main content area is titled 'Please provide Peer Feedback about Daniel Vance' with a sub-header 'Due in 15 Days'. It contains a message to 'Hi Charlotte,' asking her to provide feedback on Daniel Vance, a VP of Sales in London, Utah. A warning states 'Limited time only... This Peer Feedback must be completed by Feb 8.' Below this is a profile card for Daniel Vance. A yellow box states 'Daniel WILL NOT see this feedback.' The form has two text input fields: 'What are some things Daniel does well?' and 'How could Daniel improve?'. A 'Submit Feedback' button is at the bottom, highlighted with a red box. The top right of the interface shows '2 of 5' and navigation links 'Prev | Next'.

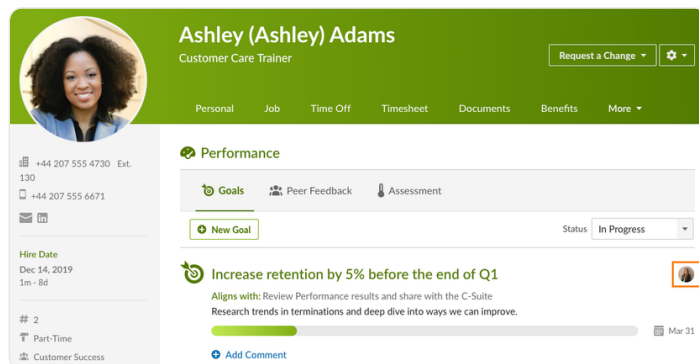
As with other performance assessments, employees receive notifications to provide feedback. Their insights on their coworkers' strengths and weaknesses appear in the manager's performance report, and then the manager chooses how much of the feedback they share with the employee. Peer feedback presents a wider range of perspectives on an employee's performance beyond a single manager's opinion, creating a more balanced assessment of each employee's contribution.

# Goals

BambooHR Performance Management works best alongside regular performance conversations. As managers and employees discuss the results they'd like to see, everyone can set personal goals and track their progress. This helps keep goals specific, measurable, attainable, and time-bound.



Managers can also align individual goals to accomplish a team objective. After a manager creates a team goal, they can use the Goal Alignment field to assign subgoals to team members. When you update your progress on these subgoals, BambooHR records your contribution to the team goal. This helps give credit where credit is due.



You can update your progress via the slide bar and hold ongoing conversations with your manager through goal comments.

# ***Trust, Accountability, and Performance***

BambooHR Performance Management helps you partner with your manager to improve your performance and achieve your professional goals.

If you need more information about BambooHR Performance Management, [please check out our Help Center](#).

