

To: Executive Team

Cc: Executive Team Administrative Assistant

Cc to assistant as she creates agenda for the meeting

Subject: Revision to Performance Management System

Short, meaningful subject line

Greetings Executive Team:

Informal greeting identifying the group

As a follow up to our discussions on proposed changes to the current performance management process, I have been given 30 minutes on the agenda for the next executive meeting on April 19 at 2 pm. Here are some questions to consider prior to the meeting.

Setting Program Goals

- Does our current system reflect where the organization is heading today? If not, what changes do we need to make to accomplish this?
- How will a revised system better contribute to the success of the organization?

Design Content/Components

- Currently we use these 6 criteria for evaluation. Do you see the need to modify these criteria?
 - Job knowledge
 - Teamwork
 - Initiative
 - Interpersonal relations
 - Planning and organizing
 - Staff development (managers only)

Bulleted list
separated into topic
areas with bolded
headings makes for
easier reading for the
body of the email

Implementation

- Who will participate in the sphere of raters for the employee (self-rating, peers, team-members, subordinates, external/internal customers)?
- Who will have higher level review for unacceptable ratings?
- What will be the procedure for communication of performance plans?
- What will be the procedure for recognizing and rewarding employees?
- What actions will be taken for unacceptable performance?

Please be ready to share your opinions on this very important subject at the 4/19/xx meeting.

Thank you.

Mary

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