

# TEAM MEMBER DEVELOPMENT AND PERFORMANCE MANAGEMENT

Creating an environment of retention and development at Rally House, doing all we can to support team members to be the most successful they can be.

## IDP

### INDIVIDUAL DEVELOPMENT PLAN

#### USE FOR

To assist team members in **career and personal development** beyond their current job duties.

#### WHAT IS IT?

It is a **collaboration between a team member and leader(s)** that **details new skills to be acquired for future career goals** and an action plan for obtaining them.

#### TIME FRAME

The development time frame is **based on the measurable goals outlined in the action plan**. Based on the skill to be learned, goal time frame may vary.

#### HOW

**Team members and leader(s)** discuss career opportunities and development strengths and opportunities. They discuss what actions need to be completed to develop the team members skills to achieve the goals. The IDP template in **Workday** is filled out to reflect the conversation and develop a clear action plan. **It's the responsibility of the team member to complete the action plan, and the leader to support and guide the team member.** IDP documents must be requested from Employee Relations and will be assigned in Workday to the team member.

#### S.M.A.R.T. GOALS

**Specific:** What exactly are you trying to achieve?

**Measurable:** How will you know when you've achieved it/are making progress?

**Achievable:** Is it genuinely possible to achieve it?

**Relevant:** Does it contribute to your long-term objective?

**Time-bound:** When will this be achieved by?

## PIP

### PERFORMANCE IMPROVEMENT PLAN

#### USE FOR

Addressing **inadequate job performance** when performance deficiencies have been coached with no success. \*Prior conversations must be documented in Workday Feedback Log

#### WHAT IS IT?

Detailed **path to improve job performance** within a given timeframe. It allows for no immediate discipline and provides an opportunity to the team member to improve performance.

#### TIME FRAME

Improvement timeframe is **demonstrated over the course of 30/60/90 day plan**. At the conclusion, the employee completes the plan successfully, the plan is extended, or performance is not progressing and as a result termination is determined.

#### HOW

**Investment of the leader to ensure tools and resources for development are provided. In Paycom,** the leader details training/coaching that will occur, identifies S.M.A.R.T goals to clearly measure successful improvement outcomes, identifies weekly/biweekly meeting cadence to discuss progress with team member.

#### WORKDAY DOCUMENTATION BEST PRACTICE GUIDES

- [Individual Development Plan](#)
- [Feedback Log](#)
- [Corrective Action Plan](#)
- [Performance Improvement Plan](#)

## CAP

### CORRECTIVE ACTION PLAN

#### USE FOR

Typically for **work/policy violations**; if you aren't sure, ask

#### WHAT IS IT?

Progressive discipline **process to immediately correct behavior**, I.E. additional violation would result in next step of discipline process



Steps 1 - 4 with DM and HR Support

#### TIME FRAME

Improvement timeframe is **expected to be immediate**, I.E. tardy = shows up on time

#### HOW

**CAP must be issued within 5 days of violation** to avoid adversely impacting the ability to process it. **Immediate manager begins documentation process in Workday** workflow and issues CAP face-to-face upon HR/DM review/support

#### NOTIFY HR IMMEDIATELY IF:

- Theft
- Harassment Claims
- Inappropriate Conduct
- Threat of Violence



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HR Professional