

TIMELINE:

THE CHRO'S FAVORITE TIMELINE FOR CHANGING PERFORMANCE MANAGEMENT

Whether you're moving from an annual performance review model to an ongoing model, switching from top-down feedback to 360-degree feedback or throwing performance reviews out all together and going micro, use this timeline to make the transition run smoothly.



	Find a Partner	Test the Process	Communicate the Change	Implement with Everyone	Foster a Culture Change
Why	You'll need external input and perspective in the planning stage from leadership.	Employees will be able to help identify holes and pain points in the new system leaders overlooked.	Employees need to know how the change affects and benefits them to get them on board.	Employees are more likely to replicate their direct leader, so get non-HR leaders in on training the new system.	Culture change begins at the top. Authentic leaders who believe in the change will see through that it happens.
Do This First	Look for a partner who is highly-credible and valued by executives.	Test the new performance management process complex/matrix team, a senior level team, and a front-line team.	Specify what the change is, why it's happening and who is impacted. Focus the messaging on a change in culture not another new process.	Encourage managers to have regular and meaningful conversations with employees about the new system.	Give employees time to test the new system and see the changes for themselves.
When to Move to The Next Step	When your partner is genuinely supporting the new process and believes whole-heartedly the change needs to happen.	When you've received continuous feedback from the testing teams and have implemented necessary changes.	When your partner is genuinely supporting the new process and believes whole-heartedly the change needs to happen.	When employees replicate the behavior they see in leaders and proactively assist employees who are slow to adapt.	Change takes time and there isn't a set rule on how long it should take for the new process to come to 100% fruition. Allow the change to be ever-evolving.
Timeline	2 - 4 weeks	3 - 5 months	4 - 6 months	6 - 12 months	Ongoing