

# Performance Management Hybrid Workplace Tips for Employees

Many workplaces are transitioning to a hybrid environment (in-office, remote, telework). Here are some tips for driving high levels of performance and engagement:



## Planning

- Be transparent and realistic in expectations with your supervisor
- Ensure you clarify with your supervisor your job's expectations and highlight the strategic alignment between it and the organizational mission
- Align individual goals with departmental/team objectives
- Make sure goals are attainable



## Monitoring

- Establish an open line of communication with your manager through regular one-on-one meetings, instant messaging channels, and virtual team meetings
- Compose a list of accomplishment narratives for each milestone achieved during the rating period
- Meet with your supervisor regularly to discuss individual goals



## Rating

- Utilize video conferencing using backgrounds/filters to prevent distraction and ensure you are in a private environment
- Be ready for end of year discussion by preparing accomplishment statements and questions for how you can improve and develop in focus areas
- View rating process as a growth opportunity
- Ensure all objectives and goals are accomplished within the rating period



## Rewards and Recognition

- As we all feel valued differently, express to your supervisor the kind of rewards and recognition you appreciate
- Track and share your accomplishments with your supervisor (Note recognition-worthy successes)
- Volunteer to lead challenging/complex projects of high visibility
- Organize Employee Appreciation Events to boost self-esteem and morale



## Learning and Development

- Keep your mind sharp, your desire for personal growth strong, and your career opportunities open through online learning and training programs
- Seek out free training and resources from other Federal agencies, job specific associations, and local universities or partners
- Request a mentor and consult with your supervisor about applying for detail positions or rotational programs to link development with personal goals



## Employee Health

- Establish intentional breaks — Set aside time to get away, exercise, or go outdoors; Stand up and stretch
- Engage in virtual chat groups and join virtual communities that align to your special interests and/or areas of concern
- Take advantage of employee assistance, mental health or counseling support programs

