

# **Maryland Banking School Workforce Talent Management Project**

Students will be expected to prepare a review and assessment of their organization's performance management system. Based on this analysis, the student should prepare a double-spaced, typed paper, no longer than five (5) pages, that contains their review and assessment. This paper should be organized and presented using the following outline:

1. A brief one to two paragraph description of your institution (name, market(s) location, size in branches and employees, any relevant history [such as merger, growth, downsizing, etc.]).
2. A review of your current performance management and appraisal system. This review should include brief descriptions of the following components:
  - Key policies (who is covered, types of meetings with employees, frequency of meetings, relation of ratings to compensation, etc.); a copy of key policies and/or a policy manual may be attached in an Appendix
  - The evaluation form (what factors are rated, rating scale or process); a copy of the form(s) may be attached in an Appendix
  - The training provided
  - Any feedback or assessment procedure used to assess the overall performance management system

If any of these items do not exist or have not been provided, simply indicate: "There is/are no ... policies, training, assessment, etc." If your institution has no formal performance management system in place, answer the following questions:

- How do employees obtain feedback or assessments of their job performance? How do employees find out what kinds of skills they need to learn or improve?
  - How are supervisors trained? What kind of training do supervisors receive?
  - How are decisions about changes to individual compensation made (that is, how do individuals received raises and what kinds of adjustments [cost of living? performance?] do they receive?
3. An assessment of the system. Briefly indicate what aspects of the current system work well and what aspects could be improved. Provide specific recommendations for improvements. (Example: supervisors were trained three years ago for two hours. There should be annual refresher training that covers X, Y and Z.)

**Due Date: September 20, 2024**

# WORKSHEET: DESCRIBING YOUR ORGANIZATION'S PERFORMANCE MANAGEMENT SYSTEM

Use the following items to begin describing your organization's performance management system. This can be used as the basis for preparing your project. For each of the items below, answer these questions:

- Do we have ....?
- What is it?
- How well does it work?
- How could it be improved?

## 1. Policies

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## 2. Form/document

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## 3. Training

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## 4. System assessment

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