

Manager Checklist - LIFT



Plan the Appraisal Meetings

<input type="checkbox"/>	Set up a date and time for a private meeting
<input type="checkbox"/>	Advise your employees to identify and request "Other Raters" through Infor HR
<input type="checkbox"/>	Set expectations for your employees to thoughtfully complete their self-appraisal, reflecting on LIFT, documenting their accomplishments on their established goals and summarizing their achievements over their performance year
<input type="checkbox"/>	Review the rating scale and refresh your understanding

For Each Employee - Evaluate Performance in Infor HR ([click here to access Infor HR](#))

<input type="checkbox"/>	Review last year's performance appraisal, final ratings, and any development plans
<input type="checkbox"/>	Review the employee's self-appraisal and any feedback from any "Other Raters"
<input type="checkbox"/>	Review your employee's demonstration of LIFT behaviors & performance on goals
<input type="checkbox"/>	Complete a Norming Preparation Template and bring it to the norming session
<input type="checkbox"/>	Draft the appraisal in Infor HR

For Each Employee - Conduct the Performance Appraisal Meeting

<input type="checkbox"/>	Establish a comfortable and private environment for the meeting
<input type="checkbox"/>	Provide a copy of the appraisal to the employee and review it together
<input type="checkbox"/>	Discuss the employee's career aspirations and collaboratively establish aligned growth plans
<input type="checkbox"/>	Complete the performance appraisal: Make any changes or additional comments in Infor HR and then finalize it and submit it to the employee for acknowledgement