

How to use MapUs in performance reviews



MapUs

Introduction

Most organizations work with performance reviews in one way or another. A common setup is an annual one-on-one conversation between the manager and the employee, where they can evaluate how things are going with the purpose of fostering employee growth.

These conversations can be a challenging exercise for both the employee and the manager. They require preparation, and if they don't have a clear focus, the conversation can quickly become superficial, with neither parties harvesting the potential benefits of connecting.

However, at least on the subject of digital competence and development, MapUs can be activated as a tool to steer the conversation and ensure that the manager and employee can see eye to eye. To help you effectively unlock this facet of MapUs, we've gathered some insights on how to use it in a performance review situation and the benefits of doing so.

How can MapUs help to create a fruitful conversation?

- MapUs provides a dynamic, databased foundation for talking about employee development.
- It helps to ensure that the employee and manager have a common understanding of what it means to be digitally competent and a shared language to talk about it.
- The resources module can be a great tangible starting point for talking about where the employee is on their digital journey, and if they feel that the resources available to them are enough to help them grow.
- By using personas, managers can address different types of employees in a way that speaks to each of their specific digital realities in the organization.

Benefits from a management perspective

The good performance review demands a lot from the manager. It's their job to steer the conversation constructively while creating a comfortable environment for exchanging feedback and insights.

Doing this for each individual employee requires a lot of preparation, and this is where MapUs comes in handy. It can be used as a concrete tool for the manager to understand where each employee is at and create a focused conversation, at least on the subject of digital competence.

What does the manager gain from using MapUs?

- Preparation is simplified, as having access to comprehensive individual results makes it easier for the manager to assess each employee's current situation and focus the conversation accordingly.
- It provides a databased foundation for evaluating and talking about possibilities growth. This is a huge asset in terms of giving constructive feedback and setting specific goals for the future.
- If relevant, personas can help the manager tune into what might be important to different groups of employees.

Benefits from an employee perspective

Performance reviews can be intimidating for the employee. They face evaluation, and are expected to have reflected on questions about how they view their own efforts and what they hope to achieve going forward.

However, if done right, the employee should leave the conversation feeling like they found common ground with their manager and being excited and motivated to grow. Using MapUs as a tool to frame the conversation can be helpful, as it creates an element of security and shared understand, as well as a specific point of departure when talking about future goals.

What does the employee gain from MapUs being used?

- Evaluating on the basis of their MapUs results ensures an element of familiarity. They've seen their own results before which helps them engage in the conversation about it constructively.
- The insights provided by MapUs gives the employee a concrete starting point for reflections on how they'd like to grow. Additionally, if they use the resources module actively, they can assess whether they need to ask for more or other kinds of tools to grow.

How to: Preparation

MANAGER:

Look at the MapUs results and consider the following:

- Do the overall results for the group (department, team etc.) show any trends, that would be meaningful to frame the conversation around?
- Are there any individual key results that I should give feedback on?
- Where is the employee in their digital development, how might I be able to help them grow?

EMPLOYEE:

Look at your MapUs results and consider the following:

- Am I aware of how my digital strengths and weaknesses affect my work?
- Am I currently given the opportunity to use the full potential of my digital strengths?
- Are there any particular areas that I'd like to improve in?
- Do I have the necessary resources at my disposal to continue growing on my digital journey?

How to: Conversation

MANAGER

The main role of the manager is to steer the conversation with purposeful questions, and let the employee do the most of the talking. Thus, they should focus on :

- Delivering key feedback on the MapUs results (both group and individual) in a way that encourages a broader conversation about future growth.
- Assessing whether the employee has a good understanding of their strengths and weaknesses.
- Ensuring that the conversation ends in a constructive place, where both parties understand their role in how to move the digital journey forward.

EMPLOYEE

It is the employee's job to respond to feedback as well as voicing their thoughts, concerns and ideas. Thus, they should focus on:

- Taking the feedback they might receive and use it a platform to discuss how their strengths and weaknesses affect their work.
- Using their MapUs results to talk honestly about how they feel their digital journey is going, both the good things and the challenges they experience.
- Letting the manager know if there is any resources they feel like they're missing in order to grow.



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