

## Checklist – Motivate, Manage and Reward

Tick when complete	Tasks	Templates provided	Page number
<input type="checkbox"/>	Set up a performance management system, including appraisals, and ensure both the employer and the employees have training or attend information sessions.		
<input type="checkbox"/>	Consider what motivates and what would be seen as a reward by your employees and decide how to incorporate these into your business.	Ways to motivate and reward your employees template	<b>82</b>
<input type="checkbox"/>	Consult with employees and/or teams to establish performance management goals.		
<input type="checkbox"/>	Conduct a performance management appraisal for each employee.	Job performance appraisal template	<b>83</b>
<input type="checkbox"/>	Evaluate employees' remuneration to see if it is in line with that of your competitors and government regulations.		
<input type="checkbox"/>	If an employee leaves, carry out an employee exit process using the employee exit checklist.	Employee exit checklist	<b>86</b>