Incentives are optional but a great way to drive up performance. If you do offer an incentive to your team member we recommend being clear about what the expectations are in order for them to achieve it. Below is an example of for a graphic designer.

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| **Graphic Design** |
| 90% of assigned tasks delivered on time and to minimum quality assurance expectations (eg. 9 out of 10 tasks must be delivered within communicated deadlines and as per quality standards outlined in the quality assurance checklist)  *Tasks delayed beyond the control of the designer will not be assessed.* |
| * Careful consideration of style, layout, imagery and assets used on all collateral and graphic design work * Maximises use of time allotted to provide creative, engaging and professional artwork * Thorough initial quality assessment using the itemized quality assurance checklist |
| Active communications with relevant point on contact on ALL briefs to ensure clarity, sufficient time allocation for each task and any questions or concerns that need to be addressed while progressing with the task. Active communication includes:   * Informing point of contact that allotted time is insufficient and proposing amount of time needed as early as possible * Providing updates to point of contact on progress and emerging issues that may affect timely delivery of work * Providing immediate updates to point of contact if work can't be delivered on time with detail on the cause of the delay * Communication to clarify any confusion on briefs and instructions prior to commencing the job |
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