

Performance review process

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Scope

This policy establishes the principles and framework for conducting performance reviews applicable to all employees within **Company**. The policy ensures fair and effective evaluations with a dedication to continual improvement and alignment with organizational objectives.

Audience

This policy applies to all employees and managers at **Company**, including human resource personnel responsible for administering performance evaluations.

Performance Review Policy

Policy Statement: The **Company** is committed to continuous employee development and performance excellence. To support this commitment, performance reviews are conducted to evaluate employee achievements, provide actionable feedback, and set future objectives.

Principles

- **Preparation:** Both managers and employees are responsible for preparing necessary documentation and self-assessments prior to performance reviews.
- **Objectivity:** Performance evaluations will be based on objective, evidence-based data to ensure fair and unbiased outcomes.
- **Feedback:** Constructive feedback will be provided to guide employees towards meeting and exceeding future goals.
- **Dialogue:** Encourage a two-way conversation where employees feel valued and can express their perspectives openly.

Definitions

- **Self-assessment:** A reflective document by employees on their performance and achievements.
- **Evidence-based performance data:** Objective, quantifiable data such as project outcomes and peer evaluations used in performance assessments.

Best Practices

The following best practices should be adhered to:

- Document preparation must be completed prior to reviews.
- Feedback should be specific, measurable, and actionable.
- Avoid reliance on subjective opinions and ensure inclusivity in discussions.

Conclusion

This policy ensures the performance review process aligns with **Company's** commitment to employee development and organizational success.