

Performance Review Policy

[Name of the Company](#)'s Performance Review Policy describes the coaching, evaluation and reward methods for our employees. Our performance management system is based on constructive feedback and open communication between managers and their teams.

Purpose

Our Performance Review Policy is designed to:

- Make sure employees understand their job responsibilities
- Make sure employees have specific goals to meet
- Give employees fair, well-timed feedback on their work
- Invest in opportunities that help employees grow and develop professionally
- Recognize and reward employees' work in both monetary and non-monetary ways

Scope

This policy applies to all employees.

Definition of Good Performance

At [Name of the Company](#), we consider an employee's performance to be good when they meet their targets consistently, show a willingness to learn and develop, complete their duties as expected, have the right attitude, and follow the company's code of conduct.

An employee has good performance only if they meet a minimum standard in all of these criteria.

Cyclical Reviews

[Name of the Company](#) conducts performance reviews on a [quarterly, half-yearly or yearly](#) basis. [Title of the Person](#) prepares the employee's performance evaluation report and arranges a meeting with the employee to discuss it.

In these discussions, [Title of the Person](#) will recognize employees who do their jobs well, talk about career options and employee motivation, and identify areas for improvement.

Reward

Employees [are / are not](#) guaranteed increments or bonuses.

However, managers will recommend rewards for their team members when they have earned them.

Employees will not be compared to each other on any basis.

Training

Training and development opportunities are available to all employees throughout the year.

If a manager identifies a training need in a particular area, they can discuss it in the performance review meeting.

More information on training is in the company's Employee Training Policy.

Responsibility of the Manager

A manager's responsibilities for the team's performance are to:

- Set transparent objectives
- Give constructive feedback
- Keep a record of each employee's performance
- Keep the team involved