

Performance Review Policy

Filename: performance-review-policy.pdf

DocID: REVIEW-014

Effective Date: Jan 1, 2025

Last Updated: Sep 15, 2025

Purpose

To define the process and expectations for employee performance evaluations.

Scope

Applies to all full-time and part-time employees.

Review Cycle

- Annual reviews conducted in December
- Mid-year check-ins in June
- New hires reviewed after 90 days

Evaluation Criteria

- Job knowledge and skills
- Communication and collaboration
- Initiative and problem-solving
- Goal achievement and impact

Process

- Self-assessment submitted via HR portal
- Manager review and rating
- One-on-one feedback meeting

- Final rating recorded in HRIS

Outcomes

- High performers may be eligible for bonuses or promotions
- Development plans created for improvement areas
- Ratings influence merit-based pay adjustments

Contact

For review process questions, email hr@company.com.