

Bi Annual Performance Reviews

With over 140 employees, Emumba has always thought it crucial for them to give and receive constant feedback on performances to enhance everyone's development and growth.

In addition to constant, candid feedback throughout the year, we have formal, bi-annual reviews where you are evaluated for performance twice every year at which time, your salary and functional role is re-evaluated. Bi-annual reviews are meetings between you and your manager to discuss your **performance in the last 6 months, highlight areas for improvement** and **plan goals for the next 6 months**.

As it is a 360 degree feedback cycle, it is perhaps the jewel in the feedback crown. It provides feedback and input from those all around you. By receiving feedback from managers, co-workers and peers, you can receive a more rounded view of your performance, skills and competencies. Crucially, peer feedback can very often be the most valuable as they are the people who know you best and work alongside you daily, collaborating on projects.

Bi-annual reviews provide a unique opportunity to uncover areas that may need development or expose gaps in knowledge that could be valuable. Whether or not you choose to incorporate the feedback is always your choice but always receive it with thanks. We recently conducted a very informative session on how to give and receive feedback in an effective manner. You can view it [here](#).

Do read the [Guidelines for Conducting Performance Reviews](#) to understand the process better.

Performance Evaluation

Performance reviews are conducted bi-annually at Emumba to evaluate resources and to gain a snapshot of their performance in the past six months. These reviews are conducted at the end of June and December. Below is the criteria for evaluating the performance of a resource.

When reviewing your peers, you can start with:

- **Productivity (P)**

Productivity is the amount of work that you can get done in a certain amount of time. It is a ratio that determines your overall output as a function of time. We look for the highest output with increasingly less effort. However, it's not just measured as the speed of execution, what's important is the speed of quality execution.

- **Quality (Q)**

Quality is defined by how good the work is. You can determine that by measuring the number of iterations required by someone to deliver the right output. Emumba has a very strong bar for quality and believes in continuous improvement. As part of your response, you should also factor in the improvements made in quality by the person over the period of time.

- **Responsibility (R)**

We need people we can trust. The "Fire and Forget" kind - people who own the tasks assigned to them and drive them to completion without being reminded to do so. People who get things done and don't require constant follow-ups are the people who exhibit great responsibility.

- **Teamwork (T)**

Teamwork helps in improving work efficiency, improves employee relations, increases accountability and learning opportunities. Rate the reviewee on how their dynamics are with the team or people they work with.

- **Overall strengths**

This part can include the overall strengths observed throughout the period.

- **Weaknesses/ Improvements**

Weaknesses of the resources can be mentioned here. Things that the resource can work upon to become more competitive. You can mention the improvements that are required to perform the given tasks more efficiently and can add up to the overall performance.

- **Any other observations**

Guidelines for reviewers

- We expect good quality feedback from you, hence make sure you spend some time and do the homework when preparing the feedback.
- When giving feedback, remember that it should be honest, objective, carefully-crafted.
- You are required to rate the reviewee on their **Productivity, Quality, Responsibility and Teamwork** on a scale of 1 to 5 where 1 is the lowest and 5 is the highest. To avoid any biases or neutrality, we will not accept the rating 3.
- Followed by the ratings, you will have to justify the rating with an explanation of why you have rated the reviewee with that number.
- You will tell the strengths and improvements of the reviewee and any other observation if you have.
- We emphasize on giving positive feedback to people as this strengthens their strengths.
- You must provide honest and good quality feedback.

Guidelines for reviewee

- Get a pen and a paper or your laptop to jot down the feedback.

- In order to allow the reviewer to share their perspective, reviewee will be allowed to review themselves only after all the review is delivered. This includes the P,Q,R,T, strengths, improvements and any other comments being delivered during the review session.
- When you receive feedback, always accept it with thanks as though someone has just done you a huge favour. Whether you act upon their feedback is up to you but always be grateful.