DATE: October 24, 2020

TO: All Branch Supervisors

FROM: James Hernandez

SUBJECT: Instructions on Completing Performance Appraisal Reviews (PARs)

Here at M-Global, performance appraisal reviews **(PARs)** are conducted annually for each employee during the anniversary of the month in which the employee was originally hired. Several days before the month in which the PARs are to be conducted, the corporate office sends each supervisor a list of employees in that supervisor’s group who should receive PARs. This memo provides instructions on how to conduct and the prerequisites required for PARs.

Please follow the instruction below step-by-step for guidelines on how to properly conduct a PAR with your employee.

1. Issue employee receiving the PAR a copy of *M-Global PAR Discussion Guide*

Note: This guide offers suggestions for the topics and tone of a PAR interview.

2. Check for Required Prerequisites for Conducting A PAR

a. Document from corporate office with list of employees who will be receiving a PAR this month

**Caution:** Double check to make sure **ALL** listed employees are under your supervision, if any are not employees you supervise, you are **NOT** allowed to conduct a PAR with them.

3. Conduct interview with Employee

4. After interview Complete a PAR Report Form

5. Send a copy of the Completed PAR Report Form to:

a. Corporate

b. The employee who received the PAR

6. Keep the original completed PAR report form in the personnel files for **YOUR** respective branch.

**Caution:** If for any reason a PAR interview and report form are not completed in the required month *PLEASE FOLLOW THESE ADDITIONAL STEPS*:

7. Send a memo of explanation to:

a. Corporate Human Resources Department

b. A copy to the supervisor’s branch manager.

Repeat the process from steps 1 – 6 for all employees listed on your document. Afterwards you should have completed all required performance appraisal reviews (PARs) for the current month. Reminder, if you have failed at submitting any required PARs follow through with step 7 listed above.

If you encounter any problems while filling out your documents, please contact corporate with your follow up questions.