

# Annual Review Process

**Policy Number:** HR-COMP-002 **Effective Date:** January 1, 2020 **Last Updated:** December 15, 2023 **Owner:** People Operations **Applies To:** All employees globally

## Overview

The annual review process at NovaTech Solutions evaluates performance, provides feedback, and determines compensation adjustments. This document explains how the process works and what to expect.

## Annual Review Timeline

Timeframe	Activity
<b>January 2-15</b>	Self-assessment period opens
<b>January 15-31</b>	Peer feedback collection
<b>February 1-15</b>	Manager writes reviews
<b>February 15-25</b>	Calibration sessions
<b>February 26 - March 7</b>	Review meetings delivered
<b>March 8-20</b>	Compensation decisions finalized
<b>April 1</b>	New compensation effective

## Review Components

### 1. Self-Assessment

Write a self-assessment covering: - Key accomplishments for the review period - Impact and outcomes of your work - Areas of growth and learning - Challenges faced and how you addressed them - Goals and development areas for next period

**Tips for Self-Assessment:** - Be specific with examples and data - Highlight impact, not just activities - Be honest about challenges - Keep it focused (2-3 pages recommended)

### 2. Peer Feedback

Select 3-5 peers to provide feedback. Peers are asked about: - Your strengths and contributions - Collaboration effectiveness - Areas for growth - Impact on team and company

**Selecting Peers:** - Choose people you worked closely with - Include cross-functional partners - Consider different perspectives - Your manager may add additional reviewers

### 3. Manager Assessment

Your manager evaluates: - Performance against goals and expectations - Demonstration of NovaTech values - Growth and development - Impact and scope of contributions - Collaboration and teamwork

## Performance Ratings

### Rating Scale

Rating	Description
<b>Exceptional</b>	Consistently exceeds expectations; extraordinary impact; role model for others
<b>Exceeds Expectations</b>	Frequently exceeds expectations; significant positive impact
<b>Meets Expectations</b>	Consistently meets expectations; solid contributor
<b>Developing</b>	Partially meets expectations; improvement needed
<b>Below Expectations</b>	Does not meet expectations; immediate improvement required

### Rating Distribution

NovaTech does not use forced distribution. Ratings should reflect actual performance: - “Meets Expectations” is a strong rating - it means you’re performing well - Most employees typically receive Meets or Exceeds - Exceptional ratings are rare and meaningful

## Calibration

### Purpose

Calibration ensures consistent standards across the organization: - Managers discuss ratings with peers - Leadership reviews for fairness - Adjustments made for consistency

## **Process**

1. Managers propose ratings
2. Department calibration sessions
3. Cross-functional calibration
4. Leadership review
5. Final ratings approved

## **Your Role**

You don't participate in calibration. If you have concerns about your rating after receiving it, use the review appeal process (below).

## **Review Meeting**

### **What to Expect**

Your manager will schedule a 45-60 minute meeting to: - Share your performance rating - Discuss strengths and accomplishments - Review areas for growth - Provide feedback from peers - Discuss compensation (if timing aligns) - Set goals for the coming period

### **Preparing for the Meeting**

- Review your self-assessment
- Consider your accomplishments and challenges
- Think about your development goals
- Prepare questions for your manager

### **After the Meeting**

- Review is documented in Workday
- Acknowledge receipt in Workday within 7 days
- Follow up with manager on unclear points

## **Compensation Outcomes**

### **Merit Increases**

Based on performance rating and position in salary band:

Rating	Typical Increase Range
Exceptional	6-10%
Exceeds Expectations	4-6%
Meets Expectations	2-4%
Developing	0-2%
Below Expectations	0%

*Ranges vary based on budget, band position, and market conditions.*

### **Bonus**

Annual bonus payout based on: - Individual performance rating (40%) - Company performance (60%)

Target bonus percentages vary by level. See Bonus Structure (HR-COMP-003).

### **Equity Refresh**

High performers may receive equity refresh grants: - Typically tied to Exceeds or Exceptional ratings - Not guaranteed annually - Based on retention and contribution

### **Promotions**

Promotions are separate from the annual review but may coincide: - Promotions can happen at any time - Review cycle is common timing - See Promotion Criteria (HR-DEV-005)

### **New Employees**

#### **Partial Year Review**

If you joined after July 1: - Abbreviated self-assessment - Peer feedback optional - Prorated evaluation period - May receive partial merit increase

#### **Probation Period**

Employees still in probation receive a separate probationary review. See Probationary Period Policy (HR-ON-008).

## **Special Circumstances**

### **Leave of Absence**

If on leave during review period: - Review based on time worked - Rating reflects actual performance period - Return from leave: abbreviated review when back

### **Role Change**

If you changed roles/managers mid-year: - Input gathered from both managers  
- Current manager writes final review - Consider full year performance

### **Manager Change**

If your manager changed: - Previous manager provides input - Current manager writes review - HR facilitates if needed

## **Appeals and Concerns**

### **Informal Resolution**

If you disagree with your review: 1. Discuss concerns with your manager 2. Ask for specific examples and clarification 3. Request manager reconsider if warranted

### **Formal Appeal**

If informal resolution fails: 1. Submit written appeal to HR within 14 days 2. Include specific concerns and supporting information 3. HR investigates and responds within 21 days 4. Decision is final

### **When to Appeal**

Appeals should focus on: - Factual errors in the review - Process violations - Failure to consider significant evidence

Appeals are not for disagreeing with judgment calls.

## **Documentation**

### **What's Retained**

- Self-assessment
- Manager assessment
- Performance rating
- Goals for next period

### **What's Confidential**

Peer feedback specifics are confidential. You'll receive themes and summary, not raw feedback.

### **Access**

Access your current and past reviews in Workday: Performance > Performance Reviews > View History

## **Manager Responsibilities**

### **Preparing Reviews**

- Collect feedback throughout the year
- Review self-assessment thoroughly
- Write specific, actionable feedback
- Rate fairly and consistently

### **Delivering Reviews**

- Schedule adequate time
- Provide balanced feedback
- Listen to employee perspective
- End with forward-looking goals

### **Follow-Up**

- Address questions promptly
- Support development goals
- Document any concerns
- Provide ongoing feedback (don't save for annual review)

## Continuous Feedback

The annual review complements ongoing feedback: - Regular 1:1s with your manager - Quarterly check-ins on goals - Real-time feedback encouraged - Don't wait for annual review

## Contact

For questions about the review process, contact People Operations at [reviews@novatech.com](mailto:reviews@novatech.com) or via #ask-hr on Slack.

---

*Related Documents: Salary Bands and Levels (HR-COMP-001), Bonus Structure (HR-COMP-003), Promotion Criteria (HR-DEV-005), Goal Setting Guide (HR-DEV-010)*