

Performance Review & Appraisal Policy

Company: NMT

Version: 2025-01

Region: Global (EN)

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1. Purpose and Scope of the Policy

The Performance Review & Appraisal Policy provides a structured and standardized framework for evaluating employee performance across NMT. The purpose of this policy is to support continuous improvement, strengthen alignment between individual performance and organizational goals, and foster employee development through transparent and consistent performance management practices.

Scope:

This policy applies to all NMT employees globally, including full-time, part-time, temporary staff, interns, and contractors involved in long-term assignments.

2. Review Cycle

2.1 Annual Reviews

- Conducted once per year, typically in **Q4**.
- Focus areas include achievements, overall performance, growth opportunities, and alignment with organizational targets.

2.2 Mid-Year Reviews

- Conducted in **Q2** as a formal checkpoint.
- Provides an opportunity to assess progress, revise goals, and address challenges.

2.3 Probationary Reviews

- Conducted at the end of the probation period (typically 3–6 months).
- Evaluates role fit, performance against initial expectations, and alignment with NMT values.

Example:

An employee who joined in January will undergo a probationary review in June, with emphasis on adaptation to company culture and early performance indicators.

3. Rating Scales

3.1 Descriptive Categories

- **Exceeds Expectations (5):** Consistently surpasses goals and demonstrates exceptional performance.
- **Meets Expectations (4):** Achieves assigned goals with consistent reliability.
- **Partially Meets Expectations (3):** Meets some goals; requires improvement in certain areas.
- **Does Not Meet Expectations (2):** Fails to meet most goals and needs substantial improvement.
- **Unsatisfactory (1):** Persistent underperformance with significant deviations from expected standards.

Example:

An employee rated as **Exceeds Expectations** may have led a strategic project that increased client satisfaction by 20%.

4. Goal Setting and Alignment with Company Strategy

- Employees must establish **SMART** (Specific, Measurable, Achievable, Relevant, Time-bound) goals aligned with departmental and corporate strategic priorities.
- Managers and employees jointly document and review goals during performance discussions.

Scenario:

A marketing employee establishes a goal to increase social media engagement by **30% in six months**, supporting broader brand visibility targets.

5. Continuous Feedback Practices

NMT encourages a culture of ongoing, constructive feedback beyond formal review cycles.

- Managers are expected to provide regular feedback and guidance.
- Monthly or bi-monthly check-in meetings are recommended for discussing progress, obstacles, and development needs.

Sample Dialogue:

Manager: "Your recent presentation was excellent. Let's explore how you can refine this skill further."

Employee: "Thank you! I'd appreciate more opportunities to present in upcoming meetings."

6. Roles and Responsibilities

6.1 Employee Responsibilities

- Set and update personal performance goals.
- Engage actively in discussions and request feedback.
- Complete self-evaluations before formal reviews.

6.2 Manager Responsibilities

- Provide regular coaching and performance feedback.
- Document performance discussions, outcomes, and development needs.
- Conduct annual, mid-year, and probationary reviews.

6.3 Human Resources (HR)

- Train managers on performance evaluation methods and tools.
- Maintain performance documentation and records.
- Monitor compliance with timelines and standards.

6.4 Calibration Committees

- Review and validate ratings to ensure fairness and consistency.
 - Help mitigate bias and maintain uniform rating standards across departments.
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7. Documentation Requirements

- All performance reviews must be completed using the official company appraisal form.
- Documentation must include ratings, feedback summaries, and employee self-assessments.

- Records must be retained in the employee's HR file according to internal retention policies.
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8. Career Development & Training Link

- Performance reviews help identify skill gaps, strengths, and development needs.
- Employees are encouraged to pursue training programs and certifications aligned with their career goals.

Example:

An employee requiring enhanced project management skills may be nominated for a certified project management training program.

9. Promotion and Compensation Link

- Performance ratings directly influence eligibility for promotions, role changes, and salary adjustments.
- High performers may be considered for leadership tracks and strategic opportunities.

Scenario:

A consistently high-performing employee may progress into a senior role, while an employee with lower ratings may be placed on a development plan before advancement.

10. Handling Underperformance

- Managers must address underperformance promptly through structured feedback.
- A **Performance Improvement Plan (PIP)** is implemented when needed, outlining specific goals, timelines, and support strategies.

Example:

An employee rated as **Does Not Meet Expectations** may be placed on a 60-day improvement plan with weekly coaching sessions.

11. Appeals or Review Process

- Employees may appeal performance ratings within **10 working days** of receiving their appraisal.

- Appeals must be submitted in writing to HR, clearly stating the reasons for contesting the rating.
 - HR will review the appeal and issue a final decision within **5 working days**.
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12. Special Cases

12.1 New Hires

Probationary reviews evaluate new employees' early performance and cultural alignment.

12.2 Transfers

Employees who transfer roles or departments will receive a review **90 days** after transition to assess adaptation and performance in the new role.

12.3 Extended Leave

Performance reviews for employees returning from extended leaves will be conducted following their return to ensure fair and accurate evaluation.

13. Appendix

13.1 Manager Checklist

- Schedule review meetings in advance.
- Prepare feedback, performance data, and documentation.
- Conduct a balanced and constructive review conversation.
- Document the review outcome thoroughly.

13.2 Sample Timeline for Annual Review Cycle

Month	Activity
January	Goal setting
June	Mid-year reviews
October	Performance documentation due
November	Review meetings

Month	Activity
December	Finalize ratings and feedback

This Performance Review & Appraisal Policy supports a culture of accountability, growth, and continuous improvement across NMT, ensuring that employees receive meaningful feedback, fair evaluations, and opportunities to develop their careers.