

## **1. Performance Review & Appraisal Policy**

**Company:** NMT

**Version:** 2025-01

**Region:** Global (EN)

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## **2. Purpose and Scope of the Policy**

The Performance Review & Appraisal Policy establishes a structured framework for evaluating employee performance across NMT. The policy fosters continuous improvement, aligns individual contributions with organizational goals, and supports employee development.

### **Scope:**

This policy applies to all employees, including full-time, part-time, temporary staff, and contractors across all global locations.

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## **3. Review Cycle**

### **3.1 Annual Reviews**

- Conducted once a year, typically in Q4.
- Focus on overall performance, achievements, and areas for growth.

### **3.2 Mid-Year Reviews**

- Conducted in Q2.
- Serves as a checkpoint to assess progress and adjust goals as needed.

### **3.3 Probationary Reviews**

- Conducted at the end of the probation period (3–6 months).
- Assess fit within the team and performance against initial expectations.

### **Example:**

An employee who joined in January will have their probationary review in June, focusing on adaptation to company culture and initial performance metrics.

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## **4. Rating Scales**

### **4.1 Descriptive Categories**

- **Exceeds Expectations (5):** Consistently surpasses goals.
- **Meets Expectations (4):** Achieves all assigned goals.
- **Partially Meets Expectations (3):** Meets some goals; needs improvement.
- **Does Not Meet Expectations (2):** Fails to meet most goals.
- **Unsatisfactory (1):** Consistently underperforms.

**Example:**

An employee rated as “Exceeds Expectations” may have led a project resulting in a 20% increase in client satisfaction.

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## 5. Goal Setting and Alignment with Company Strategy

- Employees will set SMART goals aligned with departmental and corporate objectives.
- Goals must be documented and reviewed during performance discussions.

**Scenario:**

A marketing team member sets a goal to increase social media engagement by 30% in six months.

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## 6. Continuous Feedback Practices

- Managers should provide ongoing feedback throughout the year.
- Monthly or bi-monthly check-ins are encouraged to discuss progress and challenges.

**Sample Dialogue:**

**Manager:** “Your recent presentation was excellent—let’s build on that success.”

**Employee:** “Thank you! I’d like to explore more engagement strategies.”

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## 7. Roles and Responsibilities

### 7.1 Employee

- Set personal goals and seek feedback.
- Complete self-assessments before reviews.

### 7.2 Manager

- Provide regular feedback and conduct formal reviews.
- Document performance discussions and outcomes.

### 7.3 HR

- Train managers on appraisal processes.
- Maintain performance review records.

#### **7.4 Calibration Committees**

- Ensure consistency of ratings across departments.
  - Review results to mitigate bias.
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### **8. Documentation Requirements**

- Performance reviews must be completed using the company's appraisal form.
  - All feedback, notes, and discussions should be recorded in the employee's HR file.
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### **9. Career Development & Training Link**

- Performance reviews help identify training needs and development opportunities.
- Employees are encouraged to pursue skill development aligned with career goals.

**Example:**

An employee needing project management skills may be recommended for a certification program.

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### **10. Promotion and Compensation Link**

- Performance ratings directly influence promotion eligibility and compensation adjustments.
- High performers may be considered for leadership roles or salary increases.

**Scenario:**

A consistently high-performing employee may be promoted to a senior role; another with lower ratings may require improvement before advancement.

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### **11. Handling Underperformance**

- Underperformance should be addressed immediately with a formal improvement plan.
- Employees receive specific goals and a timeline to improve.

**Example:**

An employee rated "Does Not Meet Expectations" may be placed on a 60-day improvement plan with weekly check-ins.

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## **12. Appeals or Review Process**

- Employees may appeal performance ratings within 10 working days of receiving their review.
  - Appeals must be made in writing to HR, outlining specific reasons for the request.
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## **13. Special Cases**

### **13.1 New Hires**

- Probationary reviews will be conducted to evaluate early performance.

### **13.2 Transfers**

- Employees transferring departments will undergo a review after 90 days in the new role.

### **13.3 Extended Leave**

- Reviews for employees on extended leave will occur after their return.
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## **14. Appendix**

### **14.1 Manager Checklist**

- Schedule review meetings in advance.
- Prepare documentation and feedback.
- Discuss goals and performance with the employee.
- Document the review outcome.

### **14.2 Sample Timeline for Annual Review Cycle**

<b>Month</b>	<b>Activity</b>
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January	Goal setting
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June	Mid-year reviews
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October	Performance documentation due
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November	Review meetings
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December	Finalize ratings and feedback
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### **14.3 FAQ**

**Q1: How often are performance reviews conducted?**

A1: Annually, with mid-year check-ins and probationary reviews.

**Q2: Can I appeal my performance rating?**

A2: Yes, within 10 working days by submitting a written appeal to HR.

**Q3: What if I disagree with feedback?**

A3: Discuss with your manager; escalate to HR if unresolved.

**Q4: How are goals set?**

A4: Collaboratively between employee and manager.

**Q5: What happens if I am underperforming?**

A5: You will be placed on a performance improvement plan.

**Q6: How does performance affect promotions?**

A6: Higher ratings increase eligibility for promotion and compensation adjustments.

**Q7: What documentation is required?**

A7: Appraisal forms, feedback notes, and performance data.