

1. Performance Review & Appraisal Policy

Company: NMT

Version: 2025-01

Region: Global (EN)

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.

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.

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.

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.

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.”

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.

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.

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.

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

Month	Activity
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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.