

Nexus Digital Analytics

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Performance Management and Evaluation
Policy ID	HR-2024-008
Effective Date	July 1, 2024
Last Updated	October 30, 2024
Organization	Nexus Digital Analytics, Boston, MA
Industry	Data Analytics
Total Employees	220

1. OVERVIEW

Nexus Digital Analytics maintains a continuous performance management system to support employee development and recognize achievements.

2. EVALUATION SCHEDULE

- New Hire: 90-day probationary review
- Annual: Performance review on anniversary date
- Mid-Year: Informal check-in (optional)

3. RATING SCALE

Rating	Description
5 (Exceptional)	Far exceeds expectations
4 (Exceeds)	Consistently exceeds expectations
3 (Meets)	Meets expectations
2 (Below)	Below expectations; improvement needed
1 (Unsatisfactory)	Does not meet minimum requirements

4. MERIT INCREASES

- Merit increases reviewed annually
- Increase amount: 0-5% based on rating
- Ratings of 3+ may be eligible
- Promotions considered for "Exceeds" ratings

Approval and Implementation

This policy is approved by the Human Resources Department of Nexus Digital Analytics and is effective as of July 1, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Date: ____/____/____

Department Manager

Date: ____/____/____

Employee Acknowledgment

Date: ____/____/____