Performance Review Guidelines

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1. Cadence

Reviews run twice per year. Managers must document goals, outcomes, and growth areas.

2. Rating Principles

Ratings should be evidence■based and tied to role expectations. Calibrate across teams to reduce bias.

3. Inputs

• Self■review and accomplishments.
• Peer feedback (structured prompts).
• Manager observations and objective metrics when available.

4. Output

The review results in a growth plan and, where applicable, compensation adjustments.

5. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.