**Company K Performance Review Process**

**1. Purpose**

The purpose of this Performance Review Process policy is to establish a structured framework for evaluating employee performance at Company K. This process aims to promote continuous improvement, recognize achievements, and support employee development.

**2. Performance Review Cycle**

* **Annual Reviews:** Performance reviews are conducted annually for all employees. The review cycle typically starts in January and concludes by March.
* **Mid-Year Reviews:** Mid-year performance check-ins are held to assess progress and address any issues before the annual review. These are typically conducted in July.

**3. Performance Review Criteria**

* **Job Performance:** Evaluation of how well the employee performs their job duties, including quality and quantity of work, adherence to deadlines, and overall productivity.
* **Skills and Competencies:** Assessment of specific skills and competencies relevant to the employee’s role, including technical skills, problem-solving abilities, and communication skills.
* **Goals and Objectives:** Review of progress toward achieving individual and team goals set during the previous review period.
* **Behavior and Attitude:** Evaluation of the employee’s behavior, teamwork, attitude, and adherence to company values and policies.

**4. Review Process**

1. **Self-Assessment:**
   * **Completion:** Employees complete a self-assessment form prior to their review meeting. This allows employees to reflect on their performance, achievements, and areas for improvement.
   * **Submission:** Self-assessments are submitted to the HR department and reviewed by the employee’s supervisor.
2. **Manager Assessment:**
   * **Evaluation:** Supervisors assess the employee’s performance based on their observations, self-assessment, and feedback from peers and direct reports.
   * **Documentation:** The supervisor documents their assessment and prepares for the review meeting.
3. **Review Meeting:**
   * **Discussion:** The supervisor and employee meet to discuss the performance review. This meeting includes a discussion of accomplishments, areas for improvement, and setting goals for the next review period.
   * **Feedback:** Constructive feedback is provided, and the employee is encouraged to discuss their career development and aspirations.
4. **Action Plan:**
   * **Goals:** An action plan is developed to address any areas for improvement and set specific, measurable goals for the next review period.
   * **Development:** Opportunities for training, mentoring, or other professional development are identified and planned.
5. **Review Documentation:**
   * **Completion:** Both the supervisor and employee sign off on the performance review documentation to acknowledge that the review has been discussed.
   * **Storage:** Completed reviews are stored in the employee’s personnel file and used for future reference in performance management and career development.

**5. Performance Ratings**

* **Rating Scale:** Company K uses a rating scale to evaluate performance, with ratings ranging from "Exceeds Expectations" to "Needs Improvement." Specific criteria for each rating level are outlined in the performance review guidelines.
* **Calibration:** Performance ratings are calibrated to ensure consistency and fairness across the organization.

**6. Appeals and Disputes**

* **Appeal Process:** Employees who disagree with their performance review ratings or feedback can submit a written appeal to HR within 10 business days of the review meeting.
* **Resolution:** HR will review the appeal, discuss it with the supervisor, and provide a final decision on the matter.

**7. Confidentiality**

* **Privacy:** Performance reviews are confidential and are shared only with individuals involved in the review process or as required by law.
* **Access:** Employees can request to review their performance documentation through HR.

**8. Policy Review**

* **Annual Review:** This policy will be reviewed annually and updated as necessary to reflect changes in company practices and ensure alignment with industry best practices.

**9. Contact Information**

For questions about the performance review process or to seek guidance, employees can contact the HR department at hr@companyk.com or visit the HR office.