

## Job Performance and Performance Reviews

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## Performance Reviews



Performance reviews are used to monitor employee growth and satisfaction as well as to express company needs and objectives for the upcoming year. The purpose of a performance review is to provide an opportunity to develop through professional activities, open a regular and meaningful conversation between the company and its employees, and to identify documented performance plans. This company uses [a human resources platform] so that employees and managers can keep track of company goals. To view information regarding future or past performance reviews, check the [human resources platform].

# Special Performance Reviews

Special performance reviews are an informal opportunity for the [Department Managers] to commend employees or teams for their performance results. These performance reviews may be held in person or in writing. The purpose of special performance reviews is to issue a one-time reward to employees who have been 'exceptional' in their departments. For example, if an employee works as part of a team and exhibits more than what is required from them, a special performance review may take place.

'Exceptional' employees perform additional duties, set positive examples for others, and regularly exceed company targets. If an employee demonstrates the exceptional standard by:

- Taking the lead on new assignments;
- Showing up early to company meetings;
- Maintaining a positive attitude under pressure;
- Increasing department revenue; and
- Bringing positive attention to the department through their work product.

Special performance reviews may result in the award of a one-time bonus. These reviews differ from Annual Performance Reviews, as they do not take place at regular intervals. Special performance reviews, and the associated bonuses, are limited to once a year. The [Executive Director] of [the company] is responsible for reviewing the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor.

For more information about one-time special performance bonuses for employees, see the One-Time Bonuses section of the employee handbook.

# Annual Performance Reviews

Annual performance reviews are a formal opportunity for [Department Managers] and employees to exchange observations about the working relationship over the previous year. These performance reviews must be held in person, and documented in writing. The purpose of the review is to have an open and honest discussion regarding employee and department performance.

During the annual performance review, the [Department Manager] is expected to evaluate the standard set by the prior year, set goals for the upcoming year, and determine whether an employee has earned an annual bonus. [Department Managers] are expected to review the quality of an employee's performance, attendance, dependability, and attitude. Employees may make suggestions for improving the working relationship. Needs of [the company] must be communicated clearly by [Department Managers] and other supervisors.

In preparing for the review meeting, employees should understand that their [Department Manager] may review documentation and notes of past performance discussions, performance expectations based on job description, records of compliments and complaints made for/against the employee in the previous year, and sample work products from the employee.

For more information about annual bonuses for employees, see the Annual Bonuses section of the employee handbook.



## Disclaimer



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