

# Employee Performance Review Policy Template

## Introduction:

At our organization, we believe in the importance of providing regular feedback to our employees to support their growth and development. Performance reviews are a key component of this process, allowing us to recognize achievements, address areas for improvement, and set goals for the future.

## Policy Overview:

Performance reviews will be conducted annually for all employees, with the option for additional reviews as needed. Managers will be responsible for scheduling and conducting these reviews in a timely manner.

## Key Components:

- 1. Goal Setting:** Prior to the performance review, employees and managers will collaborate to set clear and achievable goals for the upcoming year. These goals will serve as a basis for evaluating performance during the review.
- 2. Feedback:** Performance reviews will include a discussion of both strengths and areas for improvement. Managers will provide specific examples to support their feedback and encourage open communication with employees.
- 3. Development Planning:** Following the performance review, employees and managers will work together to create a development plan that outlines steps for achieving goals and addressing any performance gaps.
- 4. Documentation:** All performance reviews and related documentation will be kept confidential and stored securely in the employee's personnel file. Employees will have the opportunity to review and sign off on any written feedback.

**Conclusion:**

By following this performance review policy, we aim to support our employees in reaching their full potential and contributing to the success of our organization. We encourage open communication, collaboration, and a commitment to continuous improvement.

**Sources:**

- *Society for Human Resource Management (SHRM): <https://www.shrm.org/>*
- *U.S. Office of Personnel Management (OPM): <https://www.opm.gov/>*