

Performance Review Guide

A performance evaluation is a formal discussion between an employee and their Supervisor to review the employee's job performance. The Supervisor prepares a written assessment beforehand, covering the employee's achievements, strengths, areas for improvement, and overall contributions to the organization. These reviews should ideally be conducted within the HR department but, if not possible, they should be overseen by senior management and kept confidential. Performance evaluations are usually done annually and help identify employees suitable for promotions. They also align expectations, provide feedback, and support ongoing development.

Areas of Evaluation: Employers can evaluate goals achievement, skills & competencies, feedback & communication, professional development, recognition & rewards, and performance improvement plans if needed.

Rating Guide:

- **Rating of 1 (Lowest):** Performance is significantly below expectations and requires immediate improvement. The employee should be put on a Performance Improvement Plan.
- **Rating of 2 (Below Expectations):** Performance is below expectations with noticeable areas for improvement. The employee should be put on a Performance Improvement Plan.
- **Rating of 3 (Meets Expectations):** Performance meets expectations and job requirements satisfactorily.
- **Rating of 4 (Exceeds Expectations):** Performance exceeds expectations, demonstrating exceptional skills and contributions.
- **Rating of 5 (Highest):** Performance is exceptional and significantly exceeds expectations. This rating is for outstanding performers who consistently deliver exceptional results and make significant contributions.