



Performance Review Policy Essentials

Master the art of effective performance reviews.
Swipe to learn more.



Key Policy Questions

Who Gets Reviewed?

Define which employees undergo performance reviews.

Who Reviews?

Identify who conducts the performance review process.

How to Conduct?

Establish clear procedures for review execution.

What Outcomes?

Determine possible results from performance reviews.

Two-Way Approach Works Best

Modern organisations use **collaborative reviews** where employees participate actively.



One-way reviews are rarely effective for improving performance.

Two-way discussions help employees understand expectations and outcomes.



Model Policy Components

1

Clear Rationale

Explain why reviews are conducted.

2

Defined Procedures

Set out steps to follow.

3

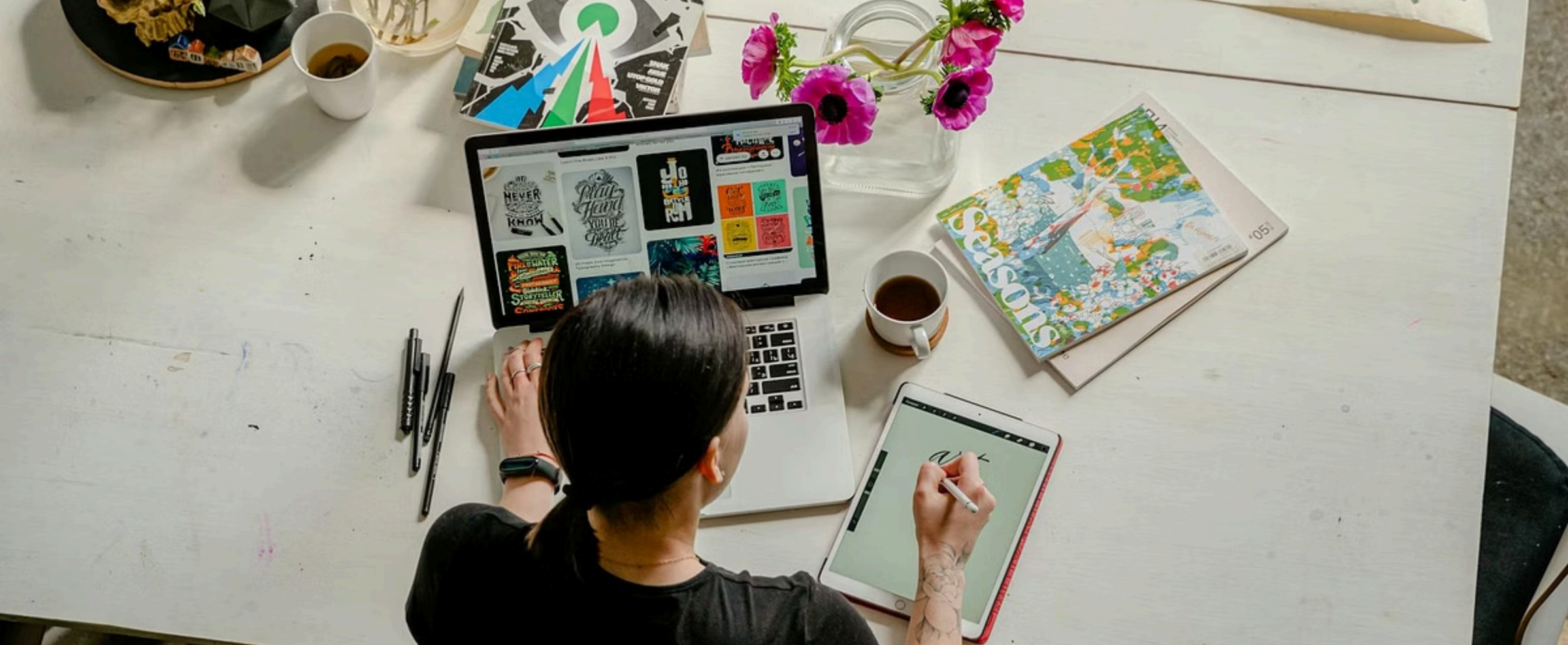
Roles & Responsibilities

Clarify manager and employee duties.

4

Implementation Steps

Ensure effective execution throughout.



Link to HR Decisions



Performance Review

Assess employee achievements



Remuneration

Connect to pay decisions



Development

Plan future growth

Detailed policies show how reviews connect to broader HR decisions and organisational goals.



Manager Accountability Matters

Most organisations give HR a **support role**, whilst managers accept responsibility for performance management.



Manager Responsibility

Conduct reviews for their team members regularly.



HR Support

Provide guidance and ensure policy compliance.



Get Your Policy Right

Achieving good **organisational fit** ensures quick acceptance and effective implementation.

Need expert guidance on performance review policies?

[Contact HR Unlocked](#)