



Performance Planning & Review Policy

Essential framework for managing employee performance effectively



Why Performance Management Matters



Strategic Alignment

Links individual roles to organisational goals and plans.



Integral Process

Core management tool, not an optional extra for success.



Top Commitment

Leadership's dedication to performance excellence across organisation.

Key Policy Components

01

HR Integration

Links to HR processes and programmes organisation-wide.

02

Regular Monitoring

Continuous feedback ensures employees receive necessary support and guidance.

03

Formal Discussions

Employees participate actively in planning their own performance.

04

Clear Documentation

Transparent policies available to all managers and employees.



How the Process Operates

1

Participation

Defines who is involved in performance reviews.

2

Timing

Establishes when planning and reviews take place.

3

Conduct

Outlines how discussions are professionally conducted.

4

Follow-up

Details decision-making and implementation procedures.



Employee Rights & Information Use

Appeal Process

Employees can question or appeal performance reviews through clear procedures.

Data Usage

Information used for HR planning, development, training, and remuneration reviews.

Access Control

Clear guidelines on who accesses performance information.

Transparency

Open communication about data handling and usage.



Customising Your Policy

Adaptable Framework

Model policy statement suits most organisational needs and circumstances.

Professional Review

Obtain qualified legal advice before implementing any policy.

Careful Modification

Tailor document to reflect your specific organisational requirements.

- 📌 **Important:** Document must be reviewed by legal professionals and modified for intended use.



Get Expert Support

Need help implementing your performance management policy?

[Contact HR Unlocked](#)

Share this guide with colleagues who need performance management support!