

Performance appraisal policy and procedure

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1. Contents of getting performance appraisal policy and procedure

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If you treat performance evaluations as a casual chat with employees to discuss how they're doing, you may be overlooking an opportunity to improve your business. When you think through your policies and procedures regarding performance evaluations, you create a road map for taking your employees from where they are to where you need them to be. This can structure your evaluations so that they are purposeful.

Frequency

Your policy for performance reviews should designate the dates for each review. For example, you may set a policy for reviewing employees every three months, six months and one year from the original date of their employment hire date. This pattern would continue in subsequent years. Clearly stating your policy in this way lets employees know when to expect an evaluation and makes supervisors aware of when they must perform their evaluation duties. Your policy may also state that each evaluation is not necessarily an opportunity for a pay raise.

Translating Company Goals Into Individual Goals

One of your procedures can align company goals with individual objectives. This is done by stating the company goal and then discussing with the employee how her efforts contribute to that goal. The evaluator can then help the employee set new goals that will improve her contribution to the company. This procedure prevents the evaluation process from being only a backward-looking exercise. It helps the employee realize that individual goals must align with organizational goals.

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