Performance review POLICY

All ABC Company employees will receive periodic performance reviews. Your review will be conducted by your supervisor who will discuss it with you. Your first performance evaluation will be after completion of your orientation period. After that review, performance evaluations will be conducted annually, on or about the anniversary date of your employment with the Company. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluation will include factors such as the quality and quantity of your work, your attendance record, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluation should help you to become aware of your progress, areas of needed improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in compensation or promotions. After the review you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents.

THIS POLICY IS LEGALLY DESIRABLE