THIS POLICY IS LEGALLY DESIRABLE

SAMPLE PERFORMANCE REVIEW POLICY

All ABC Company employees will receive periodic performance reviews from their supervisor. 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: quality and quantity of work, attendance record, job knowledge, initiative, work attitude, and attitude toward others. The performance evaluation should help you to monitor your progress, identify areas needing improvement, and establish 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 – your signature simply acknowledges that you have received and reviewed the evaluation and that you have discussed it with your supervisor.