

# Employee Performance Management Policy Template

## 1. Introduction

Our company is committed to ensuring that all employees have a clear understanding of performance expectations and are provided with the necessary support to achieve their goals. This Employee Performance Management Policy outlines the process for setting performance objectives, providing feedback, and addressing performance issues.

## 2. Performance Objectives

- Performance objectives will be set for each employee at the beginning of the performance cycle.
- Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).
- Employees and managers will collaborate to set objectives that align with the company's goals and the employee's role.

## 3. Performance Feedback

- Regular feedback will be provided to employees throughout the performance cycle.
- Feedback should be constructive, specific, and focused on behaviors and outcomes.
- Managers will document feedback and discuss it with employees in a timely manner.

## 4. Performance Improvement

- If an employee's performance is below expectations, a performance improvement plan (PIP) may be implemented.
- The PIP will outline specific goals, timelines, and support mechanisms to help the employee improve their performance.
- Managers will provide regular feedback and support to employees on a PIP.

## 5. Performance Evaluation

- At the end of the performance cycle, managers will conduct a formal performance evaluation with each employee.
- The evaluation will assess the employee's performance against their objectives and provide feedback on strengths and areas for improvement.
- Employees will have the opportunity to discuss their performance evaluation and provide input.

## **6. Conclusion**

Our Employee Performance Management Policy is designed to support employees in achieving their full potential and contribute to the success of our organization. By following this policy, we aim to create a culture of continuous improvement and development for all employees.

Sources:

- *Society for Human Resource Management (SHRM): <https://www.shrm.org/>*

- *U.S. Office of Personnel Management (OPM): <https://www.opm.gov/>*