

Employee Performance Standards Policy Template

Introduction:

At [Company Name], we believe in setting clear performance standards to ensure the success of our employees and the organization as a whole. This policy outlines the expectations and guidelines for employee performance.

Performance Expectations:

1. Employees are expected to meet or exceed the performance standards set for their role.
2. Performance standards will be communicated clearly and regularly reviewed with employees.
3. Employees are encouraged to seek feedback and support to help them meet performance expectations.

Performance Evaluation:

1. Performance evaluations will be conducted [frequency], with feedback provided to employees.
2. Evaluations will be based on objective criteria and performance standards outlined in job descriptions.
3. Employees will have the opportunity to discuss their performance evaluation and set goals for improvement.

Performance Improvement:

1. If an employee is not meeting performance standards, a performance improvement plan will be developed.
2. The performance improvement plan will outline specific goals, timelines, and support resources for the employee.
3. Failure to meet performance improvement goals may result in further action, up to and including termination.

Conclusion:

By setting clear performance standards and providing support for employees to meet those standards, we aim to create a culture of accountability and continuous improvement at [Company Name].

Sources:

- *Society for Human Resource Management. (2021). Performance Management.*
[<https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/performance-management.aspx>]

- *U.S. Office of Personnel Management. (2021). Performance Management.*
[<https://www.opm.gov/policy-data-oversight/performance-management/>]