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Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

PERFORMANCE REVIEW READINESS CHECKLIST

REVIEW FREQUENCY DEFINED

Confirm how often performance reviews are conducted (annual, bi-annual, or quarterly) and communicate this clearly, as inconsistent or unclear timing creates anxiety and mistrust; good practice is setting a fixed review cycle and applying it uniformly across the organization.

PERFORMANCE CRITERIA IDENTIFIED

Ensure that performance criteria are clearly defined and relevant to each role rather than generic across the company, as vague criteria lead to subjective evaluations; good practice is using role-specific measures aligned with responsibilities and business goals.

KPIS ALIGNED TO ROLE

Check that each role has clearly defined KPIs or success indicators that employees understand, as unclear expectations result in disengagement and disputes; good practice is discussing KPIs at the start of the review period and revisiting them regularly.

REVIEW FORM PREPARED

Verify that a standardized performance review form is available and used consistently, as inconsistent formats reduce fairness and comparability; good practice is using a single, structured form across teams.

MANAGER REVIEW RESPONSIBILITIES CLARIFIED

Confirm that managers understand their role in evaluating performance, providing feedback, and documenting outcomes, as untrained managers often introduce bias and inconsistency; good practice is briefing or training managers on fair, objective evaluation practices.

FEEDBACK DISCUSSION PROCESS SET

Ensure there is a defined process for conducting feedback discussions, as surprise feedback damages morale and trust; good practice is treating reviews as two-way conversations focused on development and improvement.

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PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

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Users are responsible for adapting this template to their jurisdiction and organizational requirements.

Email: info@peoplehivehr.com | Phone: (04) 401 8918

www.peoplehivehr.com