

# SOP: Employee Evaluation Meeting Procedures

This SOP details the **employee evaluation meeting procedures**, covering the scheduling and preparation of evaluation meetings, establishing clear performance criteria, conducting constructive feedback sessions, setting achievable goals, documenting meeting outcomes, and ensuring follow-up actions. The objective is to promote transparent communication, enhance employee development, and support continuous performance improvement within the organization.

## 1. Purpose

To outline step-by-step procedures for conducting effective employee evaluation meetings that align with organizational goals.

## 2. Scope

This procedure applies to all managers and employees participating in formal performance evaluation meetings.

## 3. Responsibilities

Role	Responsibility
Manager/Supervisor	Facilitate evaluation meeting, provide feedback, document outcomes, set goals, and ensure follow-up.
Employee	Engage in discussion, provide input, understand feedback, and collaborate on goal setting.
HR Department	Support managers with documentation, training, and compliance with policy.

## 4. Procedure

- Scheduling**
  - Manager schedules evaluation meeting at least two weeks in advance.
  - Send meeting invitation including agenda and required documents.
- Preparation**
  - Manager reviews employee's performance data and progress on previous goals.
  - Employee submits self-evaluation, if applicable, prior to the meeting.
  - HR provides relevant evaluation templates or forms as needed.
- Establishing Performance Criteria**
  - Base evaluations on predefined and communicated performance standards.
  - Criteria should be job-related, objective, and measurable.
- Conducting the Meeting**
  - Begin with a positive atmosphere and set expectations for the session.
  - Discuss achievements, strengths, and areas for improvement.
  - Provide specific, actionable feedback using recent examples.
  - Encourage employee participation and feedback.
- Goal Setting and Development Planning**
  - Collaboratively set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
  - Identify professional development needs and resources available.
- Documentation**
  - Complete the evaluation form summarizing discussion, agreed goals, and actions.
  - Both manager and employee review and sign the documentation.
  - Submit completed forms to HR for record-keeping.
- Follow-up**
  - Manager schedules follow-up meetings to review progress on goals.
  - Monitor performance and provide ongoing feedback.

## 5. Documentation and Records

- Completed evaluation forms (electronic or paper).
- Goal setting sheets and development plans.
- Attendance records for evaluation meetings.

## **6. Review and Update**

This SOP should be reviewed annually by HR and updated as necessary to align with best practices and legal requirements.

## **7. Related Documents**

- Performance Evaluation Form
- Employee Handbook
- Goal Setting Worksheet