

SOP: Performance Review Schedule and Frequency

This SOP defines the **performance review schedule and frequency** to ensure consistent and timely evaluation of employee performance. It outlines the regular intervals at which performance reviews are conducted, typically annually or biannually, and specifies the timing for mid-year or quarterly check-ins. The procedure aims to facilitate continuous feedback, goal setting, and professional development, promoting employee growth and aligning individual objectives with organizational goals.

1. Purpose

To establish a standardized schedule and frequency for conducting employee performance reviews, ensuring effective feedback, development, and alignment with organizational objectives.

2. Scope

This SOP applies to all employees and managers within the organization.

3. Responsibilities

- **HR Department:** Communicate review schedules, provide tools/templates, and maintain records.
- **Managers/Supervisors:** Conduct performance reviews, provide feedback, and document outcomes.
- **Employees:** Participate in review meetings and provide input on goals and development needs.

4. Procedure

1. **Annual Performance Review:**
 - Occurs once every 12 months, typically in Q4 (October-December).
 - Includes a comprehensive assessment of overall performance, achievements, and areas for improvement.
2. **Mid-Year/Interim Review:**
 - Conducted halfway through the review period (e.g., April-June for a January-December cycle).
 - Focuses on progress toward goals, addressing challenges, and updating objectives as needed.
3. **Quarterly Check-ins (optional):**
 - Brief meetings every three months for ongoing feedback, short-term goal tracking, and timely support.
4. **Notification and Scheduling:**
 - HR sends reminders to managers and employees at least one month before scheduled reviews.
 - Meetings are scheduled at mutually convenient times.
5. **Documentation:**
 - Managers must document outcomes in the official performance review system.
 - All parties sign and acknowledge the review record.

5. Review and Update

This SOP shall be reviewed annually and updated as necessary to reflect organizational changes or best practices.

6. References

- Employee Performance Review Policy
- Performance Review Templates and Tools

7. Revision History

Date	Description of Change	Approved By
2024-06-01	Initial SOP release.	HR Director