## PERFORMANCE ASSESSMENT POLICY

[Organization Name] maintains a policy of assessing the performance of its staff on an annualised cyclical basis. The purpose of the performance assessment is to:

* discuss job responsibilities and evaluate success in meeting job requirements; ∙
* discuss strengths and opportunities for development; and
* set standards and performance measures for the coming year.

The program includes the following elements:

* manage employees' professional and personal aspirations, their personal development and align them with the business needs of [Organization Name];
* monitoring the performance of the employee during the review period (year);
* performance reviews at the end of the annual cycle.

Performance Objectives and Personal Development Plan

* At the beginning of each performance assessment year, each staff member should discuss their performance objectives with their manager.
* The results of these discussions should be documented and added to the employee's file.
* The purpose of the personal objectives and personal development plan is to align the personal career aspirations and skills development of the employee with the needs of [Organization Name].
* Our performance reviews are conducted on an annual cycle or as often as the management team deems necessary.

Managers/leaders should provide concrete examples of the employee's performance to support the assessment scores.

The employee's performance will be evaluated throughout the period of employment. If necessary, [Organization Name] will administer and enforce disciplinary measures in accordance with the Progressive Discipline Policy, in the hope that the employee can be coached to make the necessary improvements.