

Performance Review Schedule Reminder

Subject: Upcoming Performance Review Cycle - Action Required

Hi Team,

Our [annual/semi-annual/quarterly] performance review cycle is approaching, and we want to ensure everyone is prepared and aware of important deadlines.

Here is your timeline:

[Date]: Self-assessment forms available in the HR system

[Date]: Employee self-assessments due

[Date]: Manager evaluations due

[Date - Date]: One-on-one review meetings scheduled

[Date]: All documentation finalized and submitted to HR

To prepare for your review meeting, please reflect on your accomplishments, challenges faced, goals achieved, and areas where you would like to develop. Gather any supporting documentation such as project completions, positive feedback, metrics achieved, or examples demonstrating your contributions.

Managers should review the evaluation guidelines, calibration notes from the recent managers' meeting, and previous review documentation before completing current evaluations. Remember to focus on specific, observable behaviors and outcomes rather than generalizations.

If you need to reschedule your review meeting, please coordinate directly with your manager and notify HR of the new date. All reviews must be completed by [final deadline] to ensure timely processing of any compensation adjustments.

Access all necessary forms, guidelines, and resources at [link/location]. Contact HR at [email/extension] if you encounter any technical issues or have questions about the process.

Let's make this review cycle productive and valuable for everyone!

Best,

[Name]

Human Resources

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