

New Manager Performance Review Responsibilities

Subject: Your Performance Review Responsibilities as a New Manager

Dear [Manager Name],

Congratulations on your recent promotion to [position]! As a people manager, you now have the important responsibility of conducting performance reviews for your direct reports. This message outlines your key responsibilities and available support resources.

As a manager, you are expected to: conduct timely and thorough performance evaluations according to company policy, provide regular feedback throughout the year (not just during formal reviews), set clear performance expectations and goals with each team member, document performance issues and achievements consistently, participate in calibration sessions with other managers and HR, and recommend compensation adjustments based on merit and policy guidelines.

Your first review cycle as a manager will be [timeframe]. You will be evaluating [number] direct reports. Prior to that cycle, you are required to complete our "Conducting Effective Performance Reviews" training scheduled for [date and time]. This session covers evaluation best practices, common pitfalls, legal considerations, difficult conversation techniques, and our rating system.

You will also be assigned an HR Business Partner, [Name], who will serve as your resource for questions, guidance on challenging situations, and review of your draft evaluations. We encourage you to meet with [Name] before beginning your evaluations to discuss your team and any specific concerns.

Key resources available to you include: Manager's Guide to Performance Reviews (attached), evaluation forms and templates, previous review documentation for your team members (accessible via HR system), rating scale definitions and examples, and sample scripts for common review scenarios.

Remember that performance reviews are not just administrative tasks—they are crucial opportunities to motivate, develop, and retain talent. Approach them with thoughtfulness,

preparation, and genuine interest in your team members' success.

We are here to support you in this new responsibility. Please reach out with any questions or concerns.

Sincerely,

[Name]

HR Director

Get more templates here:

<https://www.lettersandtemplates.com/letters/performance-review-policy-template>