Annual performance Talk – Guidelines and policy

Time schedule

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| Time table | Topic |
| Dec. 1st 2021 | Kick off mail sending |
| 2 sessions, one for IL one for US; Dec.6th-Dec. 9th  | Employees' training on how to conduct a feedback talk and setting SMART objectives |
| The week of Dec. 6th | Managers' training on how to conduct a feedback talk and setting SMART objectives |
| Dec. 12th- Jan. 12th | Fill in form and conducting the feedback talks |
| Jan. 12th | Sending HR the completed forms |

Who is entitle to be part of the Performance process?

Only In house Self-employed and permanent employees and managers with at least 6 months of employment with the company are entitle to have a Performance feedback talk.

If an employee moved to another department/ manager, during the physical year, it will be discussed per case, which period will be considered to assess and who will conduct the feedback talk.

If an employee has a termination date, he/ she will not be having a feedback talk.

If an employee is under 6 months of seniority in the company, manager will focus on making sure the employee on boarding objectives were completed, and the talk will be focusing on setting objectives to additional time remain till the end of the physical year.