

Talent review guidelines

Read through the following guidelines to make the most of your talent review process.

Who to rate:

- Employees you work closely with
- Employees you work collaboratively with
- Employees you've had meaningful interactions with (positive or negative)

Who *not* to rate:

- Employees with whom you've had few or superficial interactions
- Employees who you have no idea what their job is
- Employees who you'd be rating based on what you've heard but not seen for yourself

Rating scale

1 - Below expectations

This employee ranks at the bottom 25% of the company. They should be put on a performance improvement plan or leave soon.

2 - Meets expectations

This employee is not performing below expectations, but also not living up to their potential. They fall into the 25%-50% percentile of employees.

3 - Exceeds expectations

This employee is a great performer who's growing and contributing. There are no material job gaps. They fall into the 50%-75% percentile of employees.

4 - Far exceeds expectations

This employee ranks in the top 25% of employees. This employee is special and their contribution is significant for their role.

5 - Elite performance

This employee ranks in the top 5% of employees. They are absolutely remarkable in all ways.