

How to Decide the Frequency of Performance Reviews

To ensure they're actually valuable.

For each question, circle the most accurate answer.
Refer to the key below for our suggestion based on the colour you circled the most.

What is the primary purpose of your performance reviews?

Compliance

Development

Accountability

How stable are your goals/OKRs?

Stable Year-Round

Change Occasionally

Change Frequently

How confident are your leaders as coaches?

Low Capability

They Need Guidance

Confident

Are goals/OKRs discussed in individual 1-on-1s?

Yes, consistently

Sometimes

No, 1-on-1s are operational

What's your workforce composition?

Frontline / Operational

Mixed Workforce

Knowledge Workers

How manual is your performance system/tool?

Clunky / time-consuming

Semi-automated

Automated / quick & easy

KEY

Annual

Biannual

Quarterly

