iSolved Performance Review Statement of Work

Please attach any performance review documentation applicable to your company. Please allow 7-10 business days to complete

Rating
Please list your rating scale(s)

Rating	Scale	Description
I.E. Competencies 1-5	5 Outstanding	Consistently exceeds communicated expectations of the job function. Identifies needs and provides unique, innovative, and workable solutions to problems.

Review Types:

 Please list your type of reviews:

Review Type	Frequency	Notes
IE: Annual Review	Annually	All due by end of calendar year
IE: New Hire	90 days	Due when employee hits 90 days of employment

Performance Review Questions:

Question	Rating Scale Used	Allow Comments?
IE Does the employee…?	1.5	Yes

Email Alerts:

Email	Frequency	Reviewer/Reviewee
IE: Performance Review Due reminder	30 days before, due date, 1 day after	Reviewer

Reviewers?

Who will complete the performance review?   _____Manager   _____Supervisor
Will the employee need to complete a self-review?
Do you want to require the employee electronically acknowledge their review?

Scheduling

You can import scheduling Performance Reviews for your whole company or multiple employees