

Completing a Performance Review

A guide for Leaders

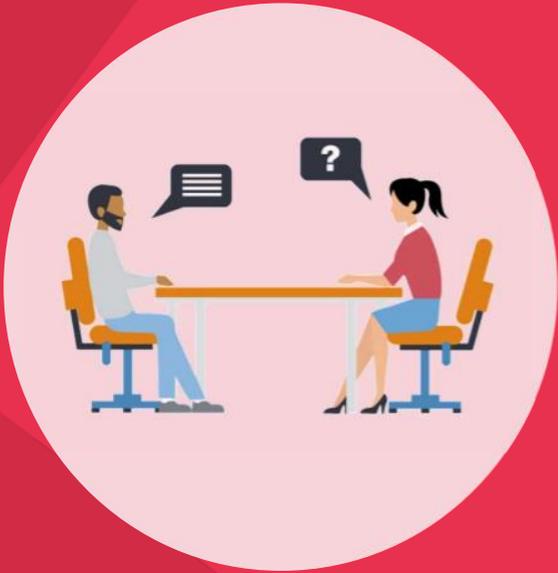


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Performance Partnerships

Grow together, achieve together 

Why do we need this process?



Performance partnerships is about growing together and achieving together – it's how we work with each other to grow, develop and build a culture of trusted and genuine partnership.

A performance review is the opportunity to recognise accomplishments and progress made towards achieving our goals.

1. Before you start



- First step is to read through each of the questions carefully along with any descriptions and links provided as prompts. These make it clear on what you're being asked to review as part of the process.
- Make notes as you go, thinking about your team member's performance overall, what they should be doing, and what they may need to start or stop doing.
- Use saved 1-1s, self-reflections and any notes you have made along the way to reflect on performance overall. Consider our values, success profile and how the team member contributes to our purpose.

Note: Responses are automatically saved in Culture Amp – Take note on which questions may be shared (noted within question prompts in Culture Amp)

1. Preparing to write a Performance Review

Checklist to prepare and write your review:

Checklist	Example
Focus on behaviours and outcomes using examples	SBI Model: “In [Situation], you [behaviour]. This meant [impact]”
Include reinforcing feedback	“I encourage you to keep doing [action]. I’ve received positive feedback that has really helped the team [result].”
Acknowledge growth areas	“I encourage you to start [action] because it will help you [intended result]”
Keep responses succinct	Use bullet points and text formatting to focus on key points



2. Enter Performance Review

- Open Culture Amp and select **Performance** then **Reviews**
- Take your time to work through the questions – your work will auto-save often. You don't need to finish in one go.
- Click **Submit** once you're done.
- You can click **Edit** to change your work within the Performance Review timeframe.

Culture Amp Home Feedback 1-on-1s Goals Performance Development

Your self-reflection

Reviews
Self-reflections

Notification Your self-reflection will be sent to your manager

1. What progress have you made on your goals in this review period? Describe the impact on the success of your team, department and organization.
Refer to the feedback you have received and the progress you made toward your goals in the profile view to your right.

2. What blockers or challenges did you experience in this review period that made it harder to achieve your goals?
Refer to blockers that you managed to overcome as well as those that you did not.

3. Tips for Leaders



Understand bias in performance

As you are preparing to write a review it's important to know that bias can affect how we respond.

Here are some tips to avoid bias in a performance review:

Bias	How to avoid
Primacy & Recency Bias	ensure you cover performance across the full review period and not just recent performance.
Confirmation Bias	what evidence and feedback supports beliefs about their performance.
Leniency Bias	is the review honest about room for improvement?
Halo/Horn Bias	ensure you are assessing at least 2-3 different aspects of performance, so a single trait doesn't overshadow the full review.
Similar-to-me & Gender Bias	Avoid stereotypes, personality traits or attitudes. Apply standards consistently for all team members.

Need Support?

Check out Culture Amp's video
[Write your review](#)



Access Culture Amp here:
[Culture Amp Website](#)



Chat to your Leader or your
P&W Business Partner



Log a ticket in the
#TeamPossible Support Hub

#team
possible
support hub



Check out the Intranet Page
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