One of the key roles of human resource managers is to develop and communicate an organisation’s Employee Performance and Development Review process. The Employee Performance and Development Review is for supervisors/managers to assess their employees’ performance over the review period.

Design an Employee Performance and Development Review Instruction Manual for your organisation (or an organisation of choice). The purpose of the instruction manual is to provide resources for managers to evaluate and give feedback to staff on their performance. It is an annual review process and your instruction manual should contain:

1. A brief overview of the organisation – a made up organisation. (approx. 150 words)
2. A description of the stages in the Employee Performance Review process (approx. 300 words) 1 or 2 references here, must have a theory.
3. A memo from the Human Resource Manager to all employees outlining the Employee Performance Review process (approx. 200 words)
4. An instruction training PowerPoint slide pack to train managers in the Employee Performance Management process (maximum of 10 slides only)
5. A Sample Employee Performance Review form (no word limit, it will depend on the design of your form)
6. A guide for managers to providing feedback at the Employee Performance Review meeting (500 words)