

grow with  
RALLY HOUSE



# WRITING REVIEWS





# Writing Reviews

## IMPORTANCE & Purpose

Performance reviews are meant to:

- encourage structured feedback between leaders and direct reports
- forward looking to motivate and help retain team members
- provide a formal opportunity to better connect team members with their position and future at Rally House

Leaders are responsible to provide the right environment to engage their people to bring out their best; individuals need to see and understand the link between their performance and behaviors and resulting rewards or consequences.

## Writing Tips

### No Surprises

- Encompass the entire review period; reviews should not be new information, this is an accumulative of feedback from

### Progressive Achievement

- Review achievements and ongoing conversations you've tracked throughout the review period and acknowledge noticeable changes

### Self Review

- Review team members self assessment comments; look for points of agreement and difference

### Objective Non-Biased Feedback

- Feedback should be constructive and clear, and provide suggestions for improvement as a desire to support the individual's development

### UpSkill

- In areas where the individual performs well, provides value and positive contributions, look for opportunities to provide "stretch" goals for growth and development

### Fair and Ethical

- Be mindful of legal ramifications of words or phrases (e.g., any references to FMLA, gender, race, age, etc.)

### KPI (Key Performance Indicators)

- Performance metrics may be included as examples when writing your review to support the overall rating earned in each competency.

### 360 Feedback Request

- Leaders should use the Request Feedback function in Workday to ask 3 - 5 peers, indirect supervisors for feedback on the team member they are writing a review to collect a more holistic view of performance. When using feedback in the review, do not share who the feedback was given from, to keep feedback confidential.