

## Pre-Built Performance Reviews

Create Reviews with Confidence, Ease, and Efficiency

Executing performance reviews is a time-consuming and costly process, on average taking managers 210 hours and employees 40 hours a year to complete and costing companies an average of \$2,500 annually per employee.<sup>1</sup>

### Leverage Ready-To-Use Review Templates to Upgrade and Simplify Performance Review Cycles

- Save HR time and jumpstart your process with out-of-the-box review templates, questions, cycle management tips, and best practices for every common review format.

#### We offer Review Templates and Best Practices Guides for:

- » Semi-Annual Reviews
- » Annual Reviews
- » 360 Degree Reviews
- » New Hire Reviews
- » Progress Reviews
- » Rating Scales

- Standardize the structure, rating scales, and cycle workflows for performance reviews across departments to achieve consistency and timeliness across the organization.
- Give HR and managers the direction, technology, and content they need to modernize reviews and execute them with confidence.

### Fresh, Expert-Endorsed Review Content Created For Today's Employee Experience

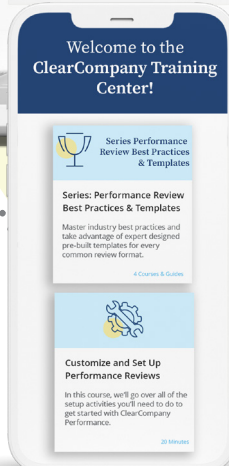
- Rely on templates and questions developed and vetted by the HR experts at ClearCompany to provide a modern, employee-first approach to performance management and a better employee review experience.
- Eliminate the guesswork and hours spent customizing review questions. Use our reviews templates "as is" or refine or add questions right within the platform to meet your organization's needs.
- Provide managers with advice and training for conducting performance appraisals, giving feedback, and guiding productive performance conversations with employees.

### PERFORMANCE REVIEWS

#### ClearCompany Pre-Built Performance Review Templates

Editable out-of-the-box review templates for every review type

Semi-Annual Review Template: Non-Exempt Employees	3 Sections, 13 Questions
Semi-Annual Review Template: Exempt Employees/Individual Contributors	3 Sections, 15 Questions
Semi-Annual Review Template: Managerial Employees	3 Sections, 15 Questions
Annual Review Template: Non-Exempt Employees	4 Sections, 18 Questions
Annual Review Template: Exempt Employees	4 Sections, 20 Questions
Annual Review Template: Managerial Employees	4 Sections, 20 Questions
360 Degree Review Template: All Employees	6 Sections, 48 Questions
New Hire Review Template: Non-Exempt Employees	3 Sections, 10 Questions
New Hire Review Template: Exempt Employees	3 Sections, 10 Questions
New Hire Review Template: Managerial Employees	3 Sections, 10 Questions
Progress Review Template: All Employees	3 Sections, 10 Questions



Welcome to the ClearCompany Training Center!


Series Performance Review Best Practices & Templates

Master industry best practices and take advantage of expert designed pre-built templates for every common review format.

Customize and Set Up Performance Reviews

In this course, we'll go over all of the setup activities you'll need to do to get started with ClearCompany Performance.

20 Minutes



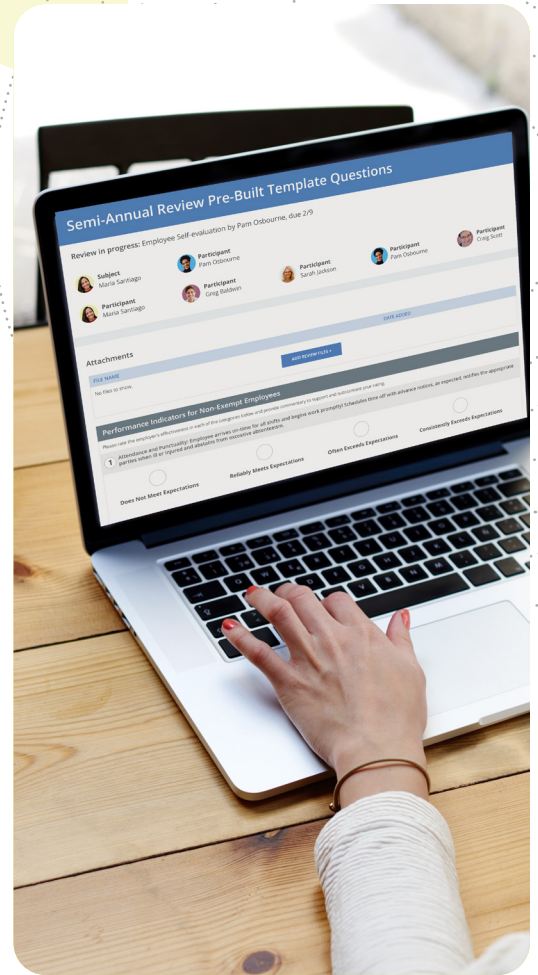
#### ClearCompany Performance Review Best Practices & Templates

Design effective performance reviews that support employee development with our best practices guides and pre-built templates

<b>Best Practices for Annual/Semi-Annual Reviews</b> ClearCompany's how to guide for designing effective annual & semi-annual reviews	<b>Best Practices for Performance Review Rating Scales</b> Understand the nuances and uses of 3, 4, 5, and 6 point rating scales	<b>Best Practices for 360 Peer Reviews</b> Provide your high-performing employees with insights and coaching from their peers
<b>Pre-Built Templates for Annual/Semi-Annual Reviews</b> 10 question annual/semi-annual review templates for every employee level	<b>Pre-Built Rating Scales Definitions</b> Verbiage options and use cases for 3 point, 4 point, 5 point and 6 point rating scales	<b>Pre-Built Templates for 360 Peer Reviews</b> Leverage expert-designed 360 reviews to enlist peer feedback and support employee development

# Jumpstart Review Creation and Simplify Review Cycles with Pre-Built Review Templates

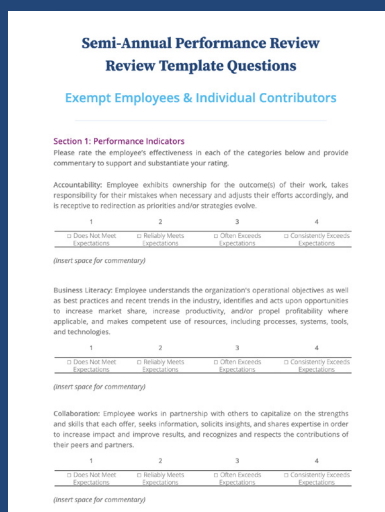
Finalize Performance Review Questions and Rating Scales in Five Easy Steps with ClearCompany



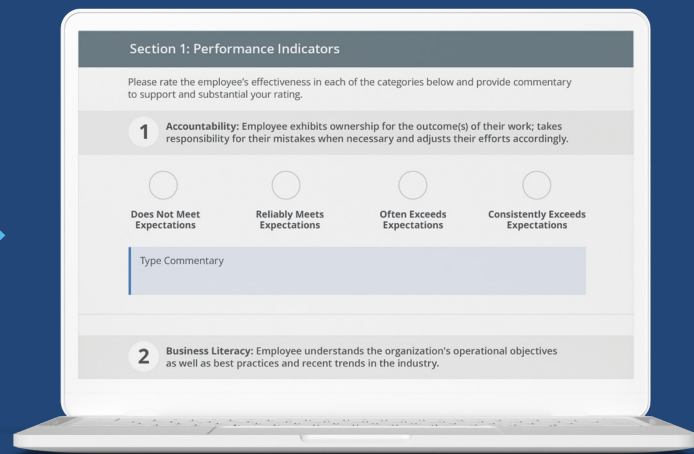
- 1 Familiarize yourself with ClearCompany's performance review best practices guides, pre-built templates, and training resources.** Find, read, and download the performance review materials you need from our Help Center and Training Center.
- 2 Go to Performance Review Setup within the platform to choose the pre-built review format you need to get started.** Choose from three employee tenure levels for semi-annual and annual reviews.
- 3 Edit or add to the review questions and adjust the rating scale as needed** right within ClearCompany.
- 4 Preview what the review questions will look like to participants.** Edit as needed, then finalize and save. Your review content is now ready to distribute.
- 5 Move on to Cycle Workflows and Participant Selection** to set cycle timing, confirm participants, and schedule review cycle communications and reminders. Once cycle parameters and participants are confirmed, you're ready to launch the review.

1 Source: Gartner: CEB – Corporate Executive Board

Use ClearCompany's Pre-Built Review Templates and Best Practices to save time, simplify review cycle execution, and upgrade your performance review strategy.



## What Pre-Built Templates Look like in ClearCompany



Contact your PrestigePEO representative to schedule a demo or learn more.