



HR Resources

Evaluating Employees



Loop Guide to:

Evaluating Employees

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Why?

At Loop Health, we've reviewed proprietary data from nearly 3,000 partners and found that the most successful HRs and recruiters are deeply tactical. These leaders track project management, cost analysis and map people management metrics to business outcomes. We've decided to share these insights with the HR community at large in order to help practitioners go from HR *analyst* to HR *strategist*. **These guides will be useful for new HR associates who are learning about the world of organizational management, as well as HR veterans interested in elevating their game.**

At Loop Health, we're fortunate to work with visionary HRs everyday. Our HR partners work across their organizations to optimize not only hiring, compliance, productivity and retention, but employee experience, leadership, learning, development and more. It's not uncommon for HR to be at the centre of organizational restructures and establishing company values – and these areas are more important than ever for modern companies. Setting expectations and prioritizing areas to focus on has never been more challenging. With these challenges come significant opportunities for HR leaders.

Before we get started

At Loop Health, we're building the easiest-to-use health benefit provider in India. We offer free OPD services for all of our partner companies. Learn more at www.loophealth.com or reach out to our Head of Partnerships, Pranaav Marathe, directly at [+91 99703 58844](tel:+919970358844)

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Process: Designing a performance management system.

Overview

This article details the following about performance management systems:

- The essentials of performance management
- Common types of performance review systems
- Elements of performance management
- Goal Setting
- Performance Review
- Performance Improvement Plans (PIPs)
- How to avoid common performance management problems
- Legal adherence: Performance management policies and procedures

The essentials of performance management

- [Performance evaluations](#) help companies to make decisions about **training and career development, compensation, promotions, and terminations**. The performance evaluation process includes setting goals for individual employees and providing feedback about employee performance relative to those goals.

Performance Management Essentials

<p>Goal</p>	<p>Employee and manager have a shared understanding of where the employee stands in relation to achieving goals that contribute to career development, promotions, and performance improvement.</p>
<p>How to achieve it</p>	<p>Employees and managers communicate regularly to decide, document, and evaluate goals. Meet once a month to give feedback on the previous month and to identify goals for the following month. The organization should conduct semi-annual reviews of all employees. This provides employees meaningful and frequent feedback, allowing them to correct and improve performance throughout the year.</p>

Common types of performance review systems

<p>Ranking</p>	<ul style="list-style-type: none"> • Ranking systems list all employees in a designated group from highest to lowest in order of performance.
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	<ul style="list-style-type: none"> • Drawbacks: Quantifying the differences in individual performance is difficult and may involve drawing very narrow—if not meaningless—distinctions
<p>Forced distribution</p>	<ul style="list-style-type: none"> • The ratings of employees in a particular group are dispersed along a bell curve, with the supervisor allocating a certain percentage of the ratings within the group to each performance level on the scale. • Drawbacks: Actual distribution of employee performance may not resemble a bell curve, so supervisors may be forced to include some employees at either end of the scale when they would otherwise place them somewhere in the middle.
<p>360-degree feedback</p>	<ul style="list-style-type: none"> • This process collects information from the employee's supervisor, colleagues, and subordinates about an individual's work-related behavior and its impact. • Other names for this approach include “multi-rater feedback,” “multisource feedback,” or “group review.” • This form of appraisal is widely favored for employee development purposes.
<p>Competency-based</p>	<ul style="list-style-type: none"> • This type of system focuses on performance as measured against specified competencies

	<p>(as opposed to specific tasks or behaviors) that are identified for each position.</p>
<p>Management By Objectives (MBO)</p>	<ul style="list-style-type: none"> ● Management by objectives (MBO) is a process where goals are set collaboratively for the organization, various departments, and each individual member. ● Employees are evaluated annually based on how well they have achieved the results specified by the goals. ● MBO is particularly applicable to non-routine jobs (e.g., managers, project leaders, and individual contributors).
<p>Graphic Rating Scale (GRS)</p>	<ul style="list-style-type: none"> ● Graphic Rating Scale (GRS) appraisals list several factors, including general behaviors and characteristics (e.g., attendance, dependability, quality of work, quantity of work, and relationships with people) that a supervisor uses to rate an employee. ● The rating is usually based on a scale of three to five gradations (e.g., unsatisfactory, marginal, satisfactory, highly satisfactory, and outstanding). ● Benefits: This type of system allows the rater to determine the performance of an employee along a continuum. GRS is one of the most frequently used forms of performance appraisal because of its simplicity.

Behaviorally-Anchored Rating Scale (BARS)	<ul style="list-style-type: none">• Behaviorally anchored rating scales (BARSs) assess employee behavior rather than specific characteristics.• BARS generally contains a set of specific behaviors that represent gradations of performance and are used as common reference points (called "anchors") for rating employees on various job dimensions.• Drawbacks: Developing a BARS tool is time-consuming and expensive because it is based on extensive job analysis and the collection of critical incidents for each specific job.
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Note: Regardless of the type or format of the selected method to review an employee's behavioral and work expectations, clear definitions of each level of performance must be provided. Raters should be provided with examples of behaviors, skills, measurements and other performance factors to assist them in evaluating an employee. Several types of performance review systems are in common use. Each system has its benefits and drawbacks.

Elements of performance management

An effective Performance Management System incorporates three elements:

1. Goal Setting
2. Performance Review
3. Performance Improvement Plans (PIPs)

Goal Setting

Goal Setting establishes objectives to be achieved over a period of time. It is the performance criteria an employee will be evaluated against. Performance goals for individual employees should align with organizational goals. Common types of goals include:

Goal Type	Goal Description
Job description goals	<ul style="list-style-type: none"> ● Based on the achievement of a pre-established set of job duties. ● These goals are expected to be accomplished continuously until the job description changes. ● Examples might be financial, customer oriented, or process- or system-oriented goals.
Project goals	<ul style="list-style-type: none"> ● Based on achievement of a project objective. ● These goals may be set for a single year and changed as projects are completed. ● Job description and project goals are "what" needs to be accomplished.
Behavioral goals	<p>"How" things need to be accomplished and should reinforce stated company values.</p>
Stretch goals	<p>Particularly challenging and are usually used to expand the knowledge, skills</p>

	and abilities of high-potential employees.
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If you do nothing else with goal setting, make sure all goals are SMART:

- Specific, clear and understandable.
- Measurable, verifiable and results-oriented.
- Attainable, yet sufficiently challenging.
- Relevant to the mission of the department or organization.
- Time-bound with a schedule and specific milestones.

Examples of effective goals include statements such as these:

- Increase revenue by 8% during Q1.
- Reduce office expenses by 25% compared with the prior year's actual costs.
- Decrease employee absences from 3 days to 1 day per quarter.
- Employees should have 3-5 goals per month.

Performance Review

Performance Review is the process of assessing an employee's progress toward goals. Performance review and evaluation include the objective and subjective measurement and evaluation of employee performance results.

Best practices for an effective performance review process include:

- Providing feedback in a manner that is consistent and timely throughout the review period so that employees know how they are doing and what is expected. Don't wait until the end of the year to provide feedback, especially when it could affect the employee's future with the organization.
- Manager employee dialogue that includes performance feedback measured against clear and specific goals and expectations established at the outset of the performance management cycle. Best practice is to have a

manager/employee one-on-one every month where goals are decided, documented, and evaluated.

- A process for documenting the outcome of the performance review process between the manager and the employee. This can be a simple word document for each employee that is retained in a confidential location or in a sophisticated performance management software system.
- A two-way individual conversation between the manager and the employee during every cycle.

Common Performance Rating Errors

Lack of differentiation.	<ul style="list-style-type: none"> ● Raters often lack the confidence to defend their ratings or are reluctant to pass judgment, so they may rate everyone similarly. ● This approach can take the form of leniency (everyone gets high ratings), severity (everyone gets low ratings), or a universal feeling that everyone is doing just fine (and everyone gets rated in the middle). ● A reluctance to differentiate can often be attributed to poor training or the failure of an organization to clarify that performance-based judgments are a critical part of the managerial role.
Recency effect.	<ul style="list-style-type: none"> ● When managers are not diligent in continuously measuring performance, providing feedback, and documenting results, they often cannot remember the earlier part of the performance period. As a result,

	they weigh the most recent events too heavily.
Halo/horns effect.	<ul style="list-style-type: none"> • The "halo" and "horns" effects occur when an employee is highly competent or incompetent in one area, respectively, and the supervisor rates the employee correspondingly high or low in all areas.
Personal bias/favoritism.	<ul style="list-style-type: none"> • Some managers may allow their impressions of employees or their personal feelings about them to dominate the performance rating process.
Inaccurate information/preparation.	<ul style="list-style-type: none"> • Managers sometimes fail to take the time to solicit relevant information about the employee's actual performance from those who work most directly with the employee, resulting in an inaccurate assessment.

Performance Improvement Plans (PIPs)

Performance Improvement Plans (PIPs) are a critical tool that facilitate performance discussions, record areas of concern and how to correct them, and serve as legal and decision-making documentation.

PIPs apply to employees who are:

- New to a role.
- Unclear on performance expectations.
- Regularly falling short of meeting performance expectations.

PIPs should contain:

- Employee and manager information.
- Relevant dates.
- Description of discrepancy/gap between expected and actual performance.
- Description of consequence.
- Plan of action.
- Signatures of the manager and the employee.

PIP is part of a progressive discipline process that leads to termination of employment. Language in the document should specify that termination is a possible consequence of failure to meet expectations and that it may occur with or without the employee's signature on the PIP.

The employee should clearly understand the consequences of not meeting the goals outlined in the PIP.

How to avoid common performance management problems

Common problems	How to avoid
Lack of top management support.	<ul style="list-style-type: none"> ● Senior management should send a message to managers and supervisors that the process of rating employee performance is a valuable use of their time. Not doing so will likely result in either a failure to commit the time or simply the failure to fill out the forms, and therefore not engaging in important discussions with their employees. ● Unless senior management actively participates in the process and takes primary responsibility for it, managers and employees will remain unsure of its value.
Perception of the process as time-consuming busywork.	<ul style="list-style-type: none"> ● State clearly that there is no such thing as "soft skills": there are only skills. ● Without an organizational commitment to the process and a clear understanding of how it contributes strategically to the organization's successful performance, managers will view it as "busywork" of little value and a waste of time
Failure to communicate clear and specific goals and expectations.	<ul style="list-style-type: none"> ● A manager's specific expectations must be clear for an employee to be able to

	<p>implement an agreed-on goal.</p> <ul style="list-style-type: none"> ● Goals can direct attention, increase persistence and motivate the development of strategies or plans to attain those goals. ● Clarifying and discussing the performance goals for the coming year is a valuable use of a manager's time and will help avoid miscommunication and surprises. ● Follow-up communications can be used to reinforce specific goals and to serve as reminders to employees about their progress.
<p>Lack of consistency.</p>	<ul style="list-style-type: none"> ● In most organizations, some managers are perceived as "tough" and others as "easy." This inconsistency may result in varied interpretations of an organization's performance rating scale as applied to employees in different groups. HR should train managers in using the rating system so that inconsistencies do not occur. ● Differences in the interpretation and application of the rating scale are almost inevitable. Accordingly, some organizations apply higher levels of review to calibrate ratings across a larger group or even an entire workforce. Organizations can develop a calibration system to ensure consistency between raters, between different departments and between jobs.

Legal adherence: Performance management policies and procedures.

An organization's performance management policies and practices must adhere to federal, state, and local laws that prohibit discrimination in terms and conditions of employment. Accordingly, organizations should ensure that both the design and the implementation of their performance management systems do not violate equal employment opportunity laws and regulations.

Below are the most common laws and legal principles relevant to performance management:

Law/Legal Principle	Summary	Effect on Performance Management
Employment-at-Will	Status under which the employer or employee may end an employment relationship at any time.	Allows the employer considerable latitude in determining whether, when, and how to appraise performance.
Implied Contract	Non Explicit agreement that impacts some aspect of the employment relationship.	May restrict the manner in which employers can use appraisal results (e.g., may prevent termination unless for cause).

Violation of Public Policy	Determination that given action is adverse to the public welfare and is therefore prohibited.	May restrict the manner in which employers can use appraisal results (e.g., may prevent retaliation for reporting illegal conduct by employer).
Negligence	Breach of duty to conduct performance appraisals with due care.	Potential liability may require the employer to inform employees of poor performance and provide opportunity to improve.
Defamation	Disclosure of untrue and/or unfavorable performance information that damages an employee's reputation.	Potential liability may restrict the manner in which negative performance information can be communicated to others.
Misrepresentation	Disclosure of untrue favorable performance information that causes risk of harm to others.	Potential liability may restrict the willingness of employers to provide references altogether, even for good former employees.
Fair Labor Standards Act (FLSA)	Imposes (among other things) obligation to pay overtime to nonexempt (supervisory or managerial) employees	Completion of appraisals influences the exemption status of the employee who completes the appraisal (because it indicates they are a

		manager).
Family and Medical Leave Act (FMLA)	Imposes (among other things) obligation to reinstate an employee returning from leave to similar position.	Subjecting employee to new or tougher appraisal procedures upon return may suggest that the employee has not been given similar position of employment.

Process: Conducting a performance evaluation

The purpose of performance evaluations

Companies require performance evaluations as part of a structured performance management methodology. The performance evaluation process is undertaken annually to review the employee's performance and potential and works more generally to establish and inform:

- **Performance standards and goals.**
- **The allocation and prioritization of resources.**
- **The business direction to meet performance goals.**

Above all, performance evaluations can benefit both employers and employees by improving job performance, thereby making it easier to identify strengths, weaknesses, and determine suitability for personal development and career advancement. Evaluations present an opportunity to provide constructive criticism by expressing to the employee what they do and do not do well and where they can improve.

How to establish performance standards

Performance management is a process that contributes to the effective management of individuals and teams in order to achieve high levels of organizational performance. Performance management establishes a shared understanding about what is expected of employees, as well as an approach to leading and developing people to ensure they meet those expectations.

The table below documents the general responsibilities of the three teams usually involved in the performance management process: Chief Executives and Directors, Managers, and People Operations.

General Roles	General Responsibilities
Chief Executive and Directors	<ul style="list-style-type: none"> ● Manage the performance of their employees. ● Achieve corporate KPIs. ● Develop employees within their team. ● Allocate any existing training budgets to meet development needs for the team. ● Ensure that the right people are in the right place at the right time with the right skills to deliver quality services. ● Ensure that the department operates in accordance with established policies and procedures. ● Ensure that the overall Performance Management process and its implementation is carried out by the workforce according to policy and procedure.
Managers	<ul style="list-style-type: none"> ● Manage the performance of their team.

	<ul style="list-style-type: none"> ● Ensure that employees have work targets and objectives set. ● Appraise the performance of employees at least once per year. ● Ensure that appropriate learning and development activities are planned and available to employees to address learning needs identified during the process and that these activities are achievable through service budget. ● Meet with employees on a regular basis to review progress (one-to-one or supervision meetings). ● Where appropriate, hold reviews to discuss progress on targets and development activities. ● Inform employees of the Performance Evaluation Document and other relevant policies and procedures.
<p>People Operations</p>	<ul style="list-style-type: none"> ● Maintain and review performance evaluations and policy in line with changing legislation and codes of practice. ● Provide advice and guidance to managers on implementing performance evaluations. ● Ensure that appropriate corporate training and development programs are available to support managers and employees. ● Monitor and report on the implementation of the process and delivery of corporate training and development across

	the company.
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Note: In addition to the responsibilities listed above, all three of these teams are held to the same standards as company employees. These responsibilities include:

- **Knowing and understanding what is expected of them.**
- **Having the skills and ability to deliver on these expectations.**
- **Developing the capacity and capability to meet expectations created and supported by the company.**
- **Responding to feedback given by their direct reports about their performance.**
- **Discussing and contributing to individual and team aims/objectives.**

A manager's role in the performance management cycle?

Managers must know how to document performance and conduct evaluation meetings, which, if done well, can motivate your employees. This entails the following steps:

Step 1: Planning	<ul style="list-style-type: none"> ● During planning, managers set and communicate performance expectations as competencies and goals. ● Managers and employees perform upfront development planning to address known learning needs to ensure that prescribed goals are achievable. ● Discussions between managers and employees are important at this stage to ensure that expectations for the coming
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	<p>period are well understood.</p>
<p>Step 2: Progress/Interim Reviews (Check-Ins)</p>	<ul style="list-style-type: none"> • Progress/Interim reviews are flexible: the important thing here is to ensure that employees do not go a full year without receiving some form of formal review. • If managers hold regular (weekly) one-on-one meetings with their employees, or a formal semi-annual review, this can be sufficient. • The purpose of any interim review is to: Review progress and performance to date. Adjust goals and development plans as needed. Capture any changes in priority or expectations. Document the expectations and current evaluation of performance.
<p>Step 3: (Annual) performance evaluation</p>	<ul style="list-style-type: none"> • Gather feedback and ratings on performance from employees and managers using this template. • Note: Steps 1 and 3 are often completed at the same time.
<p>Step 4: Analysis of performance review results</p>	<p>People Ops and senior management review the results of the performance review process on an annual basis to identify: Overall performance ratings and trends. Organizational skill gaps and trends. Organizational, departmental or individual development needs. High and low performers. Biases in ratings or</p>

	variations in the use of the rating scheme (e.g., excessive leniency or severity; contrast or recency bias; or the halo/horns effect).
Step 5: Analysis of performance review process	People Ops and senior management review the results of the performance review process on an annual basis to identify: Overall performance ratings and trends. Organizational skill gaps and trends. Organizational, departmental or individual development needs. High and low performers. Biases in ratings or variations in the use of the rating scheme (e.g., excessive leniency or severity; contrast or recency bias; or the halo/horns effect).
Step 6: Develop Action Plan	People Ops formulates an action plan (usually a lesson learned) to see where the teams are in terms of performance and to ensure that the company: Addresses key findings. Uses the data to adapt other talent management programs within the company to inform overall business decision-making.
Coaching, feedback, and development (continuous)	Managers provide employees with coaching and feedback, supporting their development throughout the year to encourage high performance.



How to give constructive feedback

All feedback, whether positive or negative, should always be factual, specific, honest, and supportive.

Manager Feedback:

In order to engage in a productive two-way conversation that focuses on the areas the employee has done well and what areas they need to improve, the manager is required to follow these steps during a performance evaluation:

<p>Step 1: Prior to the meeting, tell the employee the purpose of the meeting before delivering the evaluation.</p>	<ul style="list-style-type: none"> • Communicate what you hope to accomplish in order to set the tone for the meeting and open it up to dialogue. For example: "We're meeting today to discuss your performance over the last six months. I'd like to talk about some of your accomplishments and offer suggestions about how we can improve your performance in one or two areas." • An evaluation should not be a surprise to the employee: ensure
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	that this template is included in your Employee Handbook.
Step 2: Discuss your employee's performance.	Focus on the 3-4 objectives or priorities previously established.
Step 3: Ask the employee to talk you through their own assessment of their performance.	<ul style="list-style-type: none"> • Ensure that the employee has received and understood your feedback. • Ask them to repeat what you've mentioned in their own words (e.g., "Just so we're both on the same page, could you tell me in your own words what I've mentioned.")
Step 4: Ask your employee to discuss what has gone well and why.	<ul style="list-style-type: none"> • Compile a brief list of milestones the employee has reached in the previous year before the meeting. • Refer to if the employee is reticent or fails to mention one.
Step 5: Ask your employee to discuss what has not been successful and why.	<ul style="list-style-type: none"> • The employee may well identify problems of which you are unaware.
Step 6: Encourage the employee to be open about their strengths and weaknesses.	<ul style="list-style-type: none"> • This can only be done if the employee trusts their manager to be supportive. This trust can be earned, especially through weekly one-on-ones.
Step 7: Identify the root cause of why the employee has encountered	<ul style="list-style-type: none"> • It could be something outside the employee's control, but

<p>difficulties in achieving their objectives.</p>	<p>which you as their manager can rectify.</p>
<p>Step 8: Ask the employee to suggest possible solutions and offer your own view.</p>	<ul style="list-style-type: none"> • Employees are more likely to “buy in” to a solution if they have been involved in deciding the best approach.

Employee Feedback:

1: Preface & Instructions for Performance Review Evaluation

2: Performance Improvement Plan (PIP).

In order to engage in a productive two-way conversation with a manager, the employee is required to follow these steps during a performance evaluation:

Writing and communicating a performance evaluation

Here is a table detailing what to do when writing and communicating a performance evaluation:

How to set future performance goals;

<p>Review</p>	<ul style="list-style-type: none"> • Review the employee’s job description to determine if it reflects the work that the employee is currently doing. • If the employee has taken on new responsibilities or the job has changed significantly, the job description should be updated.
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Identify	<ul style="list-style-type: none"> ● Identify and review the links between the employee’s job description, their work plan and business goals, objectives, and strategic plan.
Develop	<ul style="list-style-type: none"> ● Develop a work plan that outlines the tasks or deliverables to be completed. ● Include expected results and key measures/standards that will be used to evaluate performance.
Determine	<ul style="list-style-type: none"> ● Identify 3-5 areas that will be Key Performance Objectives (KPOs) for the year. The choice of areas can be determined by:Your organization's strategic plan.The employee's desire to improve outcomes in a certain part of their job.A need to emphasize a particular aspect of the job at this time. ● These SMART (Specific, Measurable, Attainable, Relevant, Time Bound) objectives are critical to the overall success of the position. If the employee does not meet their critical objectives, then overall performance will be evaluated as unsatisfactory.
Assist	<ul style="list-style-type: none"> ● Identify training objectives that will help the employee develop their skills, knowledge, and competencies related to their

	work. These development objectives can be part of longer-term career planning.
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The future of People Ops

People Ops leaders are now pushed to have a deeper, more applicable understanding of business, so performance management should have a defined and valid ROI.

Collaboration enables a network effect that makes a much bigger contribution to the company: when applied to the workplace, these 'new team' performance methods can improve collaboration, communication, and increase productivity:

- HR Accounting Method (Cost)
- Assessment Centres Practice
- Management By Objectives (MBO)
- 360-Degree Feedback
- Psychological Appraisals
- Behaviorally Anchored Rating Scale (BARS)

How to discuss expectations with employees (as a people manager)

Directions for using this guide:

1. These discussion guides are intended to help provide a format and talking points for employees and people managers during check-ins. The guides are organized by three steps of check-in: expectations, feedback, and development and provide suggestions for how to have an effective discussion.
2. They are not intended to be a script, but provide guidelines to prepare employees and people managers before, during, and after the check-in conversation.

Card / Best practices for check-in

The purpose of check-ins is to make sure employees' expectations are clear, share feedback and discuss development needs to enhance their performance.

The flow of Check-in follows three core steps:

1. **Expectations:** First, agree what is expected of employees for the year in terms of deliverables, behavior, and contributions.
2. **Feedback:** Next, provide frequent, two-way feedback to see how employees are progressing against expectations and let managers know if they could be doing something differently to better support the employee.
3. **Development:** Then, when employees know how they are performing, they can plan actionable goals in terms of learning, career, and experience.

Card / When should check-ins happen?

1. Check-ins should be scheduled at least once a quarter and typically are 60-90 minutes long.
1. Expectations should be set in a check-in at the beginning of Q1 to clarify objectives for the year ahead.
2. Feedback can be provided throughout the year, not only for check-ins.
3. Development-focused check-ins are driven by the employee and should be scheduled when they feel appropriate. Typically, development conversations may happen once or twice per year.

Template: Discussion guide for people managers:

Guidelines:

- Take time to do this well: clear expectations are key to an effective relationship with your team.
- As a manager, you will drive the expectation setting process
- Check you have clarity of your expectations before having this conversation (LINK)
- Remember: expectations must be tangible and measurable, not just aspirational

<p>1. Context</p>	<ul style="list-style-type: none"> ● Explain how the team fits into the business unit and the broader business. ● Confirm the overarching goals for the company this year. ● Be transparent and explain what is expected of you as a manager of this team. Explain your big bets for next year.
<p>2. SMART</p>	<p>Check that the goals of the employee has drafted are SMART and complete them together:</p> <ul style="list-style-type: none"> ● “What will success look like for this goal?” ● “What specific outcomes will these produce?” ● “Is this timeframe realistic?” ● “How do these goals align with the business/team

	goals?”
3. Obstacles	<p>Ensure the employee has specific actions tied to the expectations. Not just what will be achieved, but HOW.</p> <ul style="list-style-type: none"> • “What obstacles could get in the way of these goals?” • “How will you plan to overcome these? How can I help?”
4. Review	<ul style="list-style-type: none"> • “When and how shall we check-in to review progress?” • Explain that expectations may need to evolve if the broader business goals change. • Clarify that you will hold your employee accountable to these expectations, so it’s important to let you know if they need to revisit them.

Follow-through

- Employee completes expectations worksheet.
- Evaluate and refresh throughout the year. Set expectations at the beginning of the fiscal year and review every month or quarter.
- Set up recurring calendar invites for check-in. Avoid cancelling or rescheduling these.
- Regularly update all employees with business contexts/changes/risks.
- Use expectations to monitor employee’s progress and achievements throughout the year.

Thanks for reading!

At Loop Health, we're building the easiest-to-use health benefit provider in India. We offer free OPD services for all of our partner companies. Learn more at www.loophealth.com or reach out to our Head of Partnerships, Pranaav Marathe, directly at [+91 99703 58844](tel:+919970358844)

A better corporate health plan

- ✓ Free, unlimited doctor visits for employees
- ✓ Spend less than 2 minutes per claim

 Loop Health

 Dr. Priyadarshini Jagtap
Loop Health Medical Advisor 

