



AEW

Invested.

In every square foot.

Performance Management - Ratings

	DEVELOPING			PERFORMING			EXCELLING		
OVERALL PERFORMANCE RATING	1	2	3	4	5	6	7	8	9

TYPES OF RATING SCALES

- Numerical scales (1-5)
- Textual scales (Not Meeting Expectations, Needs Improvement, Meeting Expectations, Exceeding Expectations)
- Likert scale (use #s to measure agreement with statements)

Performance Reviews - **Ratings cont.**

BENEFITS OF USING RATINGS



Standardization

so all employees are evaluated using same criteria



Quantifiable Information

to support performance decisions like promotions, raises, etc.



Clarity

around how performance is being evaluated and what are the expectations



Allows Easy Comparison

across different employees and departments

Performance Reviews - Technology



Performance Reviews - **Cycle**



Q1

Goals



Q2

Mid-Year Check-In
or Pulse



Q4

Promotions



Q4

Year-End
Reviews

Performance Reviews - Questions

- ✓ What skills would you like to develop over the next 6-12 months?
- ✓ What accomplishments from this review period are you most proud of?
- ✓ Outside of the day-to-day responsibilities of your role, what initiatives are you involved with that have a positive impact on the team or the firm as a whole?
- ✓ How can your manager better support you in your role?
- ✓ What challenges did you face, and how did you address them?

Thank you