

HR Monthly Newsletter

October 2025

Understanding Performance Reviews

Performance reviews aren't just once-a-year check-ins—they're ongoing opportunities to align goals, recognize growth, and support development. Think of them as regular tune-ups, not just annual inspections. When done right (and done often), these conversations keep everyone moving in the right direction—clear, focused, and ready for what's next. In this edition, we explore how to make performance reviews more meaningful, less stressful, and actually helpful—for employees and managers alike.

Purpose over process: reviews should be more than a formality. When done right, they provide valuable insights into individual performance, drive professional development, and reinforce alignment with team or company goals.

Clear Criteria: use structured rubrics, defined competencies, or measurable KPIs to guide reviews. Consistent evaluation standards help avoid bias and ensure fairness across teams and departments.

Two-Way Feedback: empower employees to share their thoughts, challenges, and achievements. When feedback flows in both directions, it builds trust and strengthens leader/employee relationships.

Beyond Ratings: while ratings have their place, the real value lies in meaningful conversation. Focus on identifying strengths, addressing challenges, and setting actionable goals for the next period.

Fairness First: equip leaders with tools and training to identify and reduce unconscious biases to ensure performance reviews are objective and equitable.

Follow-Through: a great review isn't complete until there is a plan in place. Summarize key takeaways, outline growth opportunities, and track progress over time to ensure accountability and momentum.

HR Tip of the month

Microlearning moment: Tiny Time Management Hacks

Try the 'Two-Minute Rule' Hack: If it takes less than two minutes, do it right away!

Why it Works: the two-minute rule helps you beat procrastination and avoid task buildup. It's especially useful for quick wins like:

- Responding to short emails
- Approving a document
- Sending a quick follow-up
- Filing a file where it belongs
- Adding a task to your calendar

The Psychology Behind It: small tasks often take more mental space when they linger on your to-do list than if you just knock them out. Doing them immediately reduces stress and builds momentum.

Try This Today: As you go through your inbox or task list, ask: *Can I do this in two minutes or less?* If yes, do it now and move on!

Curiosity Mindset

Ask "what if" more often: instead of settling for how things are, challenge yourself with "what if we tried it another way?" It's a simple prompt that sparks innovation.

Get Curious about Discomfort: when something feels frustrating or unfamiliar, pause and ask, "what can I learn from this?" Growth often hides in challenge.

Be a Learner, not a Knower: approach conversations with the intent to understand, not just respond. Curiosity leads to better questions - and better connections.

Explore Perspectives, not just answers: seek out viewpoints different than your own - especially ones that challenge your assumptions. Curiosity isn't just about gathering facts; it's about expanding understanding.