



6-Month Review Standard Operating Procedure

1. Employee Experience Director (EED) will email managers monthly with upcoming six-month reviews with respective employees.
2. Managers meet with employees to hold reviews and fill out [Review Form](#).
3. Responses are sent to Keith to review.
4. Keith will respond via email to respective managers with a decision.
 - a. If **moving forward** with a raise and APPROVED,
 - i. Managers submit raises via [Payroll Form](#) using “Personal Days” as type.
 - ii. EED updates the spreadsheet to reflect the date of last review for accuracy.
 - b. If **not moving forward** with a raise,
 - i. Managers will work with employees to provide feedback and a 30-day plan for improvement.
 - ii. After the 30-day period for improvement has passed, managers will reassess if a raise is warranted.
 - iii. If a raise **will be rewarded** to the employee showing improvement, managers will follow steps above to submit for the raise.
 - iv. If a raise **will not be rewarded** after the 30-day period, managers will meet with EED and Keith to discuss termination or further improvement plans.
5. Managers will not need to update spreadsheet as EED will update as necessary.