

PEOPLE & CULTURE / HR · FRAMEWORK

# Performance Review and Accountability Framework Template

For managers and founders in technology teams who need a simple, consistent way to run performance conversations without corporate HR overhead.

How to use this: Use the quarterly check-in section every quarter for each report, and the underperformance and recognition sections as specific situations arise.

## Quarterly Check-In

A short, structured conversation reviewing progress against the role scorecard.

| Scorecard Outcome | On Track / Ahead / Behind | Evidence | Anything to Change Before Next Check-In? |
|-------------------|---------------------------|----------|------------------------------------------|
|                   |                           |          |                                          |
|                   |                           |          |                                          |
|                   |                           |          |                                          |

## Addressing an Underperformance Gap

Specific gap identified, referenced against the role scorecard:

What would concretely closing this gap look like?

Agreed timeframe for the check-back date:

Support or resources the manager will provide during this period:

## Underperformance Follow-Up Checklist

- ☐ Gap and plan were documented and shared with the person directly, not just discussed verbally
- ☐ Check-back happened on the agreed date, not later
- ☐ Outcome of the check-back (closed / partially closed / not closed) is recorded
- ☐ Next step is clear and consistent with what was originally agreed

## Recognising Strong Performance

Specific outcome where this person is exceeding their scorecard:

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How and when will this be explicitly recognised (compensation, scope, public recognition, growth opportunity)?

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Is there a next-level scorecard or role this performance should prompt a conversation about?

## Annual Summary

A forward-looking summary, not a surprise announcement, built from the quarter-by-quarter record above.

Overall performance against the scorecard this year, in one paragraph:

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Key strengths to build on going into next year:

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Updated or new scorecard outcomes for the year ahead:

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