

Is Your Review Process Ready for Automation?

Use this quick self-assessment to find out if it's time to upgrade your performance evaluation system.

Review Process Maturity Check

1. ☐ Are goals documented, role-based, and updated regularly?
2. ☐ Do managers follow a consistent structure when reviewing performance?
3. ☐ Is feedback (peer, upward, self) collected and centralized?
4. ☐ Are review cycles standardized across teams?
5. ☐ Can you track and report on review progress in real time?

Signs You're Still Stuck in Manual Mode

6. ☐ Reviews get delayed or missed due to lack of reminders.
7. ☐ Feedback is scattered across emails, docs, and Slack threads.
8. ☐ Managers complain about time-consuming admin work.
9. ☐ Employees don't know how to act on their feedback.
10. ☐ HR spends hours chasing data and compiling review summaries.

Automation Readiness Signals

11. ☐ Your team uses OKRs or goal-setting frameworks.
12. ☐ You already use tools like Slack, Teams, or Notion.
13. ☐ You want to reduce bias and increase review fairness.
14. ☐ You're ready to scale reviews across growing teams.

15. ☐ Leadership wants clearer data to inform promotions and planning.

Score Yourself:

- **12–15:** You're ready to automate today.
- **8–11:** You're close—focus on consistency first.
- **< 8:** Start with standardizing your review flow.