

Calibration Session Guide

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Provides a calibration session guide — agenda, consistency checks, facilitation tips and pitfalls — to ensure fair, consistent ratings across managers. Use it to run calibration. For the rating framework itself, use the Performance Review Framework.

Purpose of this tool & output

Run a fair cross-team rating calibration

How the output is used

Use it to run a fair cross-team rating calibration so ratings mean the same across managers.

Important cautions

AI-generated guide; adapt to your rating philosophy.

Companion documents

- Performance Review Framework
- Goal / OKR Setting Assistant
- Self-Appraisal Drafting Helper
- Manager Feedback Writer
- 360-Feedback Survey Builder
- PIP Builder

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.