



Suhas Bhairav

AI Performance Review Preparation Kit

**Turn goals, feedback, and evidence into fair,
actionable reviews with AI.**

A practical blueprint to automate data gathering,
structure drafts, and ensure fair reviews.

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What to Automate

This page clarifies which parts of the performance review process can be automated and what should stay human-reviewed. It outlines data sources, tooling, and guardrails.

Key move Pilot with one department; measure draft time saved and fairness improvements.

PRACTICAL CHECKLIST

- 01** Automate collection of goals, achievements, and evidence from HRIS, performance systems, and project management tools.
- 02** Normalize feedback from 360 surveys and manager notes into structured data fields.
- 03** Automate scoring of consistency, completeness, and alignment with goals.
- 04** Retain human-in-the-loop for context, judgment, and risk flags.
- 05** Data sources required: goals, achievements, feedback, calibration notes, development plans.
- 06** Tools: HRIS exports, LMS, performance management software, and AI-assisted drafting.
- 07** Governance: approvals by HRBP and department head before final drafts.

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What Data & Tools

Identify data sources and describe how data moves from collection to drafts. This page maps tools and human touchpoints.

Key move Document provenance: know source, date, and responsibility for every data point.

PRACTICAL CHECKLIST

- 01** Goals, achievements, and feedback fields standardized into a common schema.
- 02** Source systems: HRIS, LMS, performance platforms, and ongoing feedback channels.
- 03** Data quality checks: completeness, duplicate removal, date consistency.
- 04** Automation stack: ETL, LLM prompts, templates, and versioned drafts.
- 05** Human checks: manager validation, context notes, and risk flags.
- 06** Security & privacy: access controls, data minimization, and retention.
- 07** Tools examples: Claude/ChatGPT for drafting, BI dashboards for evidence.

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Adoption & Workflow

Outline weekly adoption steps to introduce AI-assisted drafting without disrupting current cycles. Define ownership, approvals, and measurement to track impact.

Key move Start with a quarterly review cycle first, not a full-year overhaul.

PRACTICAL CHECKLIST

- 01** Week 1: map current review process, identify automation candidates, and define success metrics.
- 02** Week 2: set up data pipelines, templates, and pilot prompts for one pilot group.
- 03** Week 3: run parallel drafts, compare with baseline, gather feedback.
- 04** Week 4: adjust prompts, tighten guardrails, and begin broader rollout.
- 05** Decision gates: HR partner sign-off, department head approval, and compliance checks.
- 06** RACI ownership: data owner, reviewer, and final approver clearly defined.
- 07** Measurement: time saved, draft consistency, fairness score, and user satisfaction.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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