



Suhas Bhairav

AI Performance Review Summary Template

Automated, fair annual reviews using AI

Turn peer, self, and manager notes into a fair,
actionable annual summary with AI.

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AI Review Summary Overview

This page explains the goal, scope, and guardrails for AI-assisted HR review summaries. It defines privacy, fairness, and accountability requirements.

Key move Secure consent and limit data to what directly supports the review outcomes.

PRACTICAL CHECKLIST

- 01** Automates collection: peer feedback, self-appraisals, and manager notes into a single draft summary.
- 02** Maintains human-in-the-loop: final sign-off by the HR lead and the employee.
- 03** Uses a formal rubric to ensure consistency across roles and levels.
- 04** Incorporates privacy controls, data minimization, and consent where required.
- 05** Includes bias checks and audit trail for transparency.
- 06** Defines ownership: HR owns tooling, managers validate outputs, employees can review data.
- 07** Pilot scope: 5–10 roles in the first cycle.

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What to Automate and What to Review

Define automation boundaries and keep humans involved where judgment, bias mitigation, and sensitive data are required. This page maps automation targets to data sources.

Key move **Action: draft a minimal pilot workbook and test with 5 employees.**

PRACTICAL CHECKLIST

- 01** Automate data ingestion from the PMS, 360 feedback, and manager notes.
- 02** Automate synthesis into a draft summary but leave final edits to HR.
- 03** Automate alignment to rubric: strengths, development areas, and growth actions.
- 04** Keep human in review for context, nuance, and exceptions.
- 05** Data privacy controls: tokenization, redaction, and access controls.
- 06** Leverage agentic workflows with AI agents (Claude, ChatGPT) to orchestrate data gathering.
- 07** System requirements: structured data, rubric mapping, and secure storage.

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Weekly Adoption Steps

Implement the process in small weekly increments to minimize disruption. This section outlines a 6-week plan, owners, metrics, and risk controls.

Key move **Guardrails: require HR/legal sign-off for policy changes.**

PRACTICAL CHECKLIST

- 01** Week 1: map data sources, define rubrics, and confirm consent.
- 02** Week 2: build data ingestion templates and a privacy-compliant workspace.
- 03** Week 3: implement automated summary draft; route to HR lead.
- 04** Week 4: run pilot with 5–10 employees; collect feedback.
- 05** Week 5: introduce bias checks and audit trails.
- 06** Week 6: finalize policy, roles, and approval workflows.
- 07** Data controls and compliance review before production.

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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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