

Calibration Process for Managers

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INTRODUCTION

Calibration is a performance-related process that ensures that individuals' contributions are rated in a fair and comparative fashion and differentiates performance across the entire organization.

Here's what you need to know:

- Calibration is a process that helps managers check their thinking with their peers and ensures that ratings are applied consistently across teams;
- For Calibration to be most effective, Front Line Managers should complete calibration for their team first so that all levels above have updated information to hold valuable discussions. In other words, you and your peers must calibrate before your manager can effectively calibrate with their peers, etc.

WHO IS INCLUDED IN THE CALIBRATION PROCESS?

- Calibration sessions created by managers will include both Cadre and Non-Cadre (white collar only) employees in their scope. Managers can filter their view to include Cadre only.
- Entity calibration sessions created for Entity Leaders and SBPs are limited to the Entity's Cadre population.
- S12, S13, and S14 are considered Non-Cadre.
- Local calibration practices for Non-Cadre may vary.
- **Terminated Employees:** If an employee terminates their employment with Syensqo, either voluntarily or involuntarily, after the year-end assessment form is created, they will be included in the calibration process and distribution of ratings. The manager should ensure that any rating given to a terminated employee is fair and accurate and reflects the true nature of the individual's contribution during the appraisal year.
- **SIP-eligible Employees:** Employees who participate in the Sales Incentive Plan (SIP) are included in the calibration process, and are subject to Sales Collaboration Practices (SCPs). A minimum 80% SCP score will be enforced for 2025 performance ratings 3-Successful and above. Managers must raise exceptions during performance rating calibration sessions.
- **Employees on Leave:** If an employee is absent on leave for a portion of the year, their performance for time worked should be reflected in the rating and the individual will be included in the calibration process. Employees who were inactive for the entire performance year will not have a rating and are not included in the calibration process.
- When there is a new Line Manager, they should calibrate based on feedback from the previous line manager as possible.
- Find more information on who is included in Performance and Calibration in the [Calibration User Guide](#).

THERE ARE RESOURCES TO HELP

- [Calibration User Guide](#) - Here you will find principles to keep in mind, expectations of Managers, and step-by-step guidance to using the tool.
- if you need help or have questions, [please open a ticket in SyRA](#).

Note: Managers are not able to delete a session by themselves. To delete a Calibration Session, you need to raise a ticket in SYRA and wait for the team to analyse your request and proceed with the best course of action.

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- [Calibration User Guide](#)

Helpful Tools

- [Calibration Session Video](#)