

SUPPORT STAFF PERFORMANCE REVIEW PROCESS MAP

COMMON ANNUAL REVIEW PERIOD: JULY 1ST TO JUNE 30TH

REVIEWS ARE TO BE COMPLETED BETWEEN JULY AND NOVEMBER.

Prior to the Performance Review Meeting:

Supervisor

- Review the PDF for currency and accuracy
- Prepare a copy of the Performance Review Form for discussion
- Rate the performance

Employee

- Review the Performance Review template to acquaint oneself with the content of what is being evaluated
- Prepare for discussion with Supervisor about professional development needed.



At the Performance Review Meeting:

Employee and Supervisor

- Discuss any changes to the employee's current PDF*
- Review last year's performance evaluation and candidly discuss follow up actions listed
- The employee is provided a copy of the current year performance review form, as prepared by the Supervisor
- Discuss the current performance evaluation
- List up to three (3) objectives for the coming year (Section D)
- Identify skills and knowledge areas for planned development (Section E)



After the Performance Review Meeting:

Employee

- Review and sign-off updated PDF
- Review final Performance Review Form and add comments, if desired; sign-off
- Return the signed copy of the performance evaluation to the Supervisor within seven days from receipt (as per Article 16.1, Support Staff Collective Agreement)

Supervisor

- Provide a copy of the final performance review form to the employee for signing
- Ensure the final performance review form is signed by all parties
- Provide the employee with the signed copy of the Performance Review Form
- Finalize the PDF and forward to the employee for sign-off
- Ensure the signed original PDF (if revised) and Performance Review Form is sent to HR. If no update is required to the PDF content, simply re-date the electronic copy and email it to HR (copy the employee).

** Supervisors are encouraged to discuss major revisions with their HR Consultant*