
Procedure Section:	Human Resources
Procedure Title:	Performance Evaluation
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Guidelines for Successful Completion of the Performance Appraisal

Purpose:

- The Performance Appraisal Program is a continuous cycle used to provide supervisors and employees the opportunity to clearly communicate around the issue of performance expectations, and to develop a formalized plan for meeting those expectations. It is a constructive process done cooperatively that involves meetings and discussion between the supervisor and employee. An employee's performance appraisal is evaluated on a set list of domains with performance competencies and performance indicators particular to the employee's position.
- To encourage staff members to continuously improve their professional performance. Completing the forms provides an opportunity for the supervisor and employee to identify personal and professional development needs and define necessary goals and objectives.
- To serve as an official record supporting personnel decisions.
- A performance appraisal assists in career planning and analyzing training needs. It may also be used to promote personal professional growth or advancement of the employee. A performance appraisal aims to provide a fair, effective and consistent evaluation for all employees.

Performance appraisals of all employees are an ongoing and necessary component of an effective learning organization.

Frequency:

- New employees receive an evaluation prior to the end of their probationary period.
- The cycle for this evaluation is every three (3) years before April 30th.

Steps for Supervisor:

1. Meet with the employee(s) and share information about the process.
2. Give the entire form with instruction pages to your employee(s) to do a self-evaluation. Human Resources encourages the completion of the first draft of the performance evaluation form by both parties **before** they come together for an evaluation meeting.

3. Refer to a copy of your employee's current job description while completing the evaluation. In the event a current job description cannot be found, Human Resources can assist you with creating one.
4. Carefully complete the employee information section at the top of the first page of the appraisal.
5. Complete the grid. Place check marks under the appropriate rating for each applicable category. N/A may be used where the categories do not apply. If you choose to leave a section of the form blank on the final copy, please write "no comment" and initial, so Human Resources does not return the form as incomplete.
6. Complete the supervisor's comment section at any time throughout the process. Supervisors are required to obtain employee feedback before completing this section. Comments **MUST** be provided for any ratings which are "beginning".
7. Finish all remaining sections, including the supervisor's recommendation, taking into consideration all aspects of your employee's job performance over the evaluation period.
8. Sign evaluation, obtain employee's signature, and provide an opportunity for the employee to add comments.
9. Distribute copies: original to Human Resources; copy to employee.

Steps for Employee:

1. Refer to a copy of your current job description. If you do not have one, contact your supervisor.
2. Complete the evaluation form your supervisor has given you. Human Resources encourages the completion of the first draft of the performance evaluation form by both parties **before** they come together for the evaluation meeting.
3. Complete the employee comment section at any time throughout the evaluation process. Additional pages may be attached if necessary.
4. Meet with your supervisor to discuss your performance during the evaluation period and to agree on 2 to 3 job-related goals for the upcoming evaluation period.
5. Sign the final version of the evaluation. Signature represents acknowledgment only, not necessarily agreement with the evaluation.
6. Keep a copy of the final evaluation for your records after all signatures have been obtained.

Note:

In the event that this performance review results in an overall rating of less than "Developing" an improvement plan will be required. Human Resources will work directly with the supervisor in these cases and review the evaluation **before** the form is finalized. In these cases an additional Performance Appraisal will be required within six months of the improvement plan being developed and implemented.

If you need assistance at any time throughout the evaluation process, please contact Human Resources.

The person completing the appraisal is normally the immediate supervisor unless the immediate supervisor is in the same union.

Related RCJTC Policy:

P.05.17 Performance Evaluation Policy

Related RCJTC Forms:

F.05.17.1 Performance Appraisal - Support Staff

F.05.17.2 Performance Appraisal - Managers