
1. PURPOSE

- 1.1 To provide an orderly, uniform process to assist supervisors and employees in the Employee Performance Appraisal process.
- 1.2 The objectives of the Performance Appraisal System are as follows:
 - (a) To evaluate and develop people in the organization.
 - (b) To provide a means of meshing the individual's job/personal goals and objectives with those of the organization.
 - (c) To provide data for compensation decisions for advancement through salary ranges.
 - (d) To provide feedback for the supervisor and the employee on individual needs, goals, objectives, and expectations.
 - (e) To set SMART* objectives for future performance and specific courses of action to meet or exceed expectations.

2. PROCESS

- 2.1 Work performance and development reviews will generally consist of:
 - (a) A full discussion between the employee and his/her supervisor regarding the employee's performance over the total review period, considering the results actually achieved as well as factors which may have affected performance, and;
 - (b) An assessment of job responsibilities, expectations and/or standards for the next review period, and;
 - (c) Completion of the review form that documents that discussion.
- 2.2 In the review discussion, employee and supervisor should be trying to:
 - (a) Discuss the performance of the employee including strengths and areas for development;
 - (b) Recognize the employee's progress, with a discussion of his or her specific needs for development. Both should jointly plan the action to be taken to implement development plans;

- (c) Seek the employee's comments on, and suggestions for improving the working relationship, and;
- (d) Plan future goals or expectations for the following review period and ensure that the employee understands what will be expected of him or her.

2.3 A formal written performance review shall be prepared in November for each employee at least every 12 months. . At the discretion of the General Manager, an interim performance review shall be prepared at any time. It is recommended that a report be completed at least two weeks' prior to the completion of a probationary period.

*SMART – specific, measurable, achievable, reliable, timely