

The following basic steps are conducted during a Performance Appraisal:

1. Notify employee of the need to do an Appraisal; request the employee complete Form P-300 "Employee's Own Review".
2. After the employee completes Forms P-300 and submits it to the supervisor, the supervisor completes Form P-301 "Employee Development and Performance Review" to review work attitude, quality of work, productivity, health and safety consciousness, work attendance, strengths/weaknesses, accomplishments, development areas, career development, performance objectives.
3. The employee and supervisor select a suitable and convenient time and place for the performance appraisal meeting. The supervisor provides the employee with P-301 for their review prior to this performance appraisal meeting.
4. At the performance appraisal meeting the employee and supervisor discuss Form P-300 and P-301. This meeting/review establishes the basis for the Appraisal and should be done in detail covering all aspects, specifically:
  - a) Review job description and suggest changes.
  - b) Do detailed review of the previous year's objectives, noting on the Appraisal form those accomplished and status of others, discuss what made the successful ones successful, and what could or should be done with the others.
  - c) At this point, develop next year's objectives; pulling in those that should be kept on the list from last year.
  - d) Review staff development section, reassessing the skills required for the job. Review possible conferences, courses, etc; onus is on both supervisor and employee to bring data, costs, and develop an understanding of how training budget, logistics, etc. will be handled.
  - e) Review and discuss effectiveness of previous year's training in relation to the last Appraisal; did it help the employee to accomplish objectives, strengthen ratings in low evaluation areas, assist in helping weaknesses, and address areas for improvement, or help the employee fulfil the job description.
  - f) Review and discuss courses attended by the employee with respect to appropriateness, benefit to individual and job, and look for gaps or weaknesses where further training/exposure might assist in improving the overall Appraisal.
5. Review remarks and recommendations; these should help tie in the general feeling of how the year went and what general issues should be addressed.
6. Recap any adjustments or concerns relative to skills required; identify and prioritize weaker skills and relate to areas for improvement, deficient areas if courses taken, and objectives.
7. Both employee and supervisor to sign form and the employee make any comments to the review.
8. Should the employee desire, he or she may appeal to the General Manager, and if unresolved, to the Finance and Administration Committee.
9. Copies of the assessments will be provided to the Finance and Administration Committee as well as to the employee and the supervisor involved in the appraisal process.