PERFORMANCE Management PROCESS

Performance management is the continuous process of improving performance by setting individual and department goals which are aligned to the four strategic pillars of the University. It includes planning work and setting expectations to achieve the goals, monitoring and assessing progress continually, and providing feedback and resources to develop and upskill your staff.

An important element is the ongoing, two-way communication between managers and employees. Increasing our listening skills, strengthening our relationships and having a bias towards action will produce positive results and support the strategic work at the University.

Performance Culture provides the framework for this on-going feedback process through periodic check-ins and annual review. Please refer to the timeline.

Ongoing feedback during the performance cycle:

- Employees complete Check-Ins (Quarterly or more frequently)
- Manager(s) and employees meet to review Check-Ins
- Manager and employee discuss performance objectives and Goals
- Manager documents Check-In feedback

At the end of the performance cycle:

- Employee completes self-assessment and marks it as completed
- Manager completes coaching notes, evaluates performance, considers feedback employee has given regarding improvements to department or manager’s leadership and then marks it as completed
- Manager conducts coaching conversation with the employee
- Manager signs the review
- Manager and employee discuss any changes to objectives and future development goals

TIMELINE

- October 22, 2021
  All Goals entered into Performance Culture
- November 19, 2021
  1st Check-in due (ongoing if previously used)
- April 2022
  2020-2021 Performance Reviews will be assigned to all staff (Due June 17, 2022)
- May 6, 2022
  Self-Assessments are due for all employees
- May 6, 2022 - May 27, 2022
  Manager completes 2021 Review Cycle Evaluates & schedules coaching conversation
- June 17, 2022
  2021 Reviews are due! Managers and employees have coaching conversation
- Ongoing
  Check-in (Monthly or Quarterly)