

## **FAQs on Performance Management at StFX**

### **What is the purpose of having performance reviews?**

- Formal performance reviews are beneficial to both the employee and the employer in a number of ways. Employees have a right to feedback, guidance and documentation of their performance on the job. The performance review process provides a mechanism to formally recognize high achievement, to document areas where improvement is needed and to discuss future goals and objectives of the position.

### **Are performance reviews tied to any extra compensation?**

- No. Performance reviews are tools designed for documenting performance as per the requirements of a job description.

### **When is my review scheduled?**

- All performance reviews should be completed annually before July 01<sup>st</sup>. Your individual review may be any time in April, May or June, depending on the operational needs of the department and the Manager or Supervisor's schedule.

### **What if I haven't had a review completed by July 01<sup>st</sup>? How can I request one?**

- HR suggests that if your manager or supervisor has not discussed a meeting time with you by middle to late June, you should ask him or her about setting time aside for a performance review meeting.

### **How can I best prepare for my upcoming performance review?**

- To start, HR suggests that all employees request, from their manager or supervisor, a current copy their job description. Performance can only be reviewed against established and clear criteria for the position.
- Next, HR also suggests that employees complete their own version of the Performance Review Form (available on the HR website) as a self-assessment. Employees may then take this form to the performance review meeting and use it as a discussion tool. Employee self-assessments are intended as reflective and preparatory tools and are not sent to HR for filing.

### **Where are completed performance reviews stored?**

- Performance reviews are stored by central Human Resources in employee files but managers may keep their own copies in order to effectively manage performance on an ongoing basis. Performance management is not only about having one performance review meeting per year, it is a continuous practice that requires frequent follow ups.

### **Will this information be shared with the next Manager or Supervisor in a case where an employee may transfer to another department?**

- No, performance reviews are not provided to other Managers or Supervisors after a transfer.

### **Is there guidance in place for managers and supervisors to carry out evaluations?**

- The StFX management team has been formally involved in the StFX Performance Management System since 2008. Managers attend regular Management Forums for professional development and have been provided sessions and resources on StFX Performance Management.

### **Does my supervisor or manger also have performance reviews?**

- Yes. Many managers and supervisors participated in their own reviews since 2008 and worked with HR to roll the process out to all non-union and (now) NSGEU employees in 2009.

### **What is the process to follow if an employee disagrees with a performance rating or has concerns about how a performance review process was conducted?**

- The employee is to discuss the matter directly with the manager in the first instance. There is also space on the performance review form for employees to write their comments. Should an employee still feel that he or she disagrees with an overall rating or has concerns about their process or meeting, then they may use the Performance Review Appeal Form found on the HR website.

### **What can I expect to happen after my performance review is completed?**

- Your performance review is not only a document of the past year's performance, but it is also a roadmap of expectations and objectives for the upcoming year. Both you and your manager should touch base for informal performance feedback on a regular basis. You can also expect that your supervisor or manager will follow up in a more formal manner on any areas marked for improvement.