

Quarterly Dialogue Guidelines

Objective: Implement Quarterly Dialogue Program.

Who: Supervisor/Manager and direct reports.

When: By June 30th, 2014, please complete the current Annual Performance Review form for 2013-2014 and submit to HR department. Also, please introduce the Quarterly Dialogue program for 2014-2015.

Guidelines for introducing Quarterly Dialogue

1. Arrange a time to meet with your direct reports as a group or department.
2. Provide meeting attendees with a copy of the Dialogue Agreement.
3. Explain that the current Annual Performance Review process will be completed by June 30th, 2014 and will be replaced with the Quarterly Dialogue program.
4. Allow time for review and then engage in a discussion of the program.
5. The intent of the program is to improve the work experience for all through on-going dialogue and communication.
6. When you have concluded the meeting, advise attendees that you will be forwarding the Quarterly Dialogue document to them for completion by July 1st, 2014.
7. Schedule a follow-up meeting with each individual to review the completed document and gain agreement on the content (preferably before July 31st, 2014).
8. Schedule a quarterly 30 minute meeting (via Outlook calendar) to review progress. The purpose of the meeting is to provide/receive feedback and acknowledge successes/opportunities.
9. The "annual review" will be less of an onerous task because a lot of the discussion will have taken place in the quarterly meetings.
10. HR will be issuing a FAQ to managers/supervisors based on questions received. Please submit questions to hr@stfx.ca

Questions and responses will be compiled and shared as a FAQ document.

11. Further instructions will be issued on processing and submitting of completed Quarterly Dialogue documents to HR. This will be done on annual basis. Please save completed documents in word format for submission.

The Quarterly Dialogue provides an opportunity for input/feedback on priorities, service, teamwork, accountabilities and results.

Please take time to review definitions of **Consistently Exceeds**, **On Track**, and **Improvement**. As a point of discussion, **On Track** is comparable to receiving a grade of 100%.

The purpose of the quarterly meeting is to review the Quarterly Dialogue, as well as to provide/receive feedback.