

**APPRAISAL AND TRAINING – PERFORMANCE
EVALUATION AND GOAL-SETTING**

HR B3

INTENT

The Society is committed to supporting employees to develop to their full potential.

POLICY

Feedback and goal setting are critical to ensuring an employee’s performance meets standards for quality of service, aligns with the Society’s mission and values and is measurable.

PROCEDURE

- An individual who has been newly hired or promoted shall serve a probationary period of (6) working months.
- A written performance evaluation shall be carried out after 120 days, prior to the expiry of a staff’s six-month probationary period, and annually thereafter, unless otherwise required.
- An evaluation and goal-setting process based on the job description, knowledge and competencies required, and career goals shall be used as will the Performance Appraisal checklist.
- The employee will have opportunity for input to their appraisal.
- Co-workers and other stakeholders will provide feedback for evaluation purposes when requested.
- The job description will be reviewed, and revised if necessary, during the appraisal process.
- The employee and the supervisor will agree on goals, and the tasks the employee is to perform to achieve them, giving consideration to program objectives and the goals of the agency’s Strategic/Operational Plan.
- A mutually acceptable written version of the evaluation signed by the supervisor and the employee shall form part of the employee's personnel record. A copy of the evaluation will be made available to the staff person if requested.
- In case of irreconcilable differences in opinion, the standard conflict resolution and complaints procedure will apply. If, after this process, the employee still declines to sign the appraisal it will be duly noted and placed on their personnel file with their knowledge and without their signature.
- An evaluation signed by a staff shall not be changed without their knowledge.

Reference: Performance Appraisal Checklist

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually