

Performance Management FAQs

Q: What is the Purpose of a Performance Review?

A: The performance review is an opportunity for employees and those who supervise them to review the performance of the past year, give and receive feedback, clarify job duties and expectations, and set goals for the coming year. When the process works well, both parties plan together to build on strengths as well as develop areas needing improvement.

This performance review is a communication tool designed to support each individual's contribution to the University. It provides a way to recognize good performance as well as to help identify obstacles toward attaining top performance. It will also help identify areas that need improvement and professional growth opportunities. It is important to review and document competencies, skills, accomplishments, and goals with reasonable accuracy and consistency. Supervisors should use the comments/evidence sections on the review form in order to provide examples of the employee's performance and illustrate performance ratings. A performance review should be a discussion of an employee's performance of assigned goals, duties and responsibilities. The review is based on results obtained by the employee in their job, not on the employee's personality characteristics.

Q: When are Performance Reviews Completed?

A: Supervisors complete a performance review for each employee at least once a year. Typically, reviews are completed by the end of March for budget planning purposes. Supervisors are encouraged to provide employees with regular performance feedback (ex. weekly/monthly one on one meetings, project update meetings, etc). The end of a probationary period or when there is evidence of performance deficiencies are other times when supervisors are encouraged to complete a performance review.

Q: Do supervisors need to complete a review in PeopleAdmin for all staff employees?

A: An annual performance review must be completed online for all staff employees.

Q: Can supervisors use the paper forms established by Human Resource, Diversity & Multicultural Affairs (HRDMA) in March 2016?

A: The paper version of the performance review released by HRDMA in March 2016 may be used as the performance review document for non-represented staff employees. However, these forms must be uploaded into PeopleAdmin in order to complete the review. Bargaining Unit Staff are subject to the terms of the applicable collective bargaining agreement(s); bargaining unit specific forms should be used and uploaded into PeopleAdmin to complete the reviews.

Q: Can functional supervisors add information to an employee's performance review?

A: Yes, supervisors can add functional supervisors as co-reviewers in PeopleAdmin's performance module. This will allow the functional supervisor to have full access to the employee's review, including the ability to add comments and complete the review.