

INTRODUCTION

Performance assessment is an ongoing process of communication between supervisor and staff member. The process is a combination of providing periodic feedback to staff members on their progress and on at least an annual basis, formally reviewing and discussing the staff member's performance and discussing and developing a training and development plan, as appropriate.

ELIGIBILITY

This policy applies to all staff appointed administrative Confidential staff.

THE PROCESS

Performance assessments will be conducted:

- i) for all new staff to the University, prior to the end of the probationary period; and,
- ii) for all staff who have completed the probationary period of their first appointment with the University, on at least an annual basis.

Staff members may request at least an annual performance assessment when the supervisor has not initiated one.

Performance assessments will be based on performance expectations related to the duties and responsibilities of the position and/or established goals, which have been discussed with the staff member and documented prior to the review period.

The performance assessment is a consolidation of the periodic feedback provided throughout the review period. The objectives of the performance assessment are:

- i) to formally review and discuss the staff member's performance;
- ii) provide the staff member with the opportunity to comment on his/her performance and provide evidence of good performance and training attended, of which the supervisor may not be aware;
- iii) identify and review areas that need strengthening, if any, and plan for training and improvement; and,
- iv) discuss and document goals, as appropriate, for the next review period and plan for any training and development required to achieve them.

The performance assessment must be documented and signed by the supervisor with a copy provided to the staff member. The staff member may provide a written response to the performance assessment. While this policy is not grievable, the staff member may appeal to the next level of supervision if s/he has an unresolved concern regarding the assessment or the process followed.

Performance assessments and staff member responses will be retained in accordance with the University of Toronto Policy on Access to Information and Protection of Privacy and the Access to Personnel Files policy (see *Policies for Confidential*, 3.01.10).