



University of British Columbia Okanagan Campus

ANNUAL PERFORMANCE APPRAISAL PROGRAM FOR M&P STAFF

APPRAISE, designed to:
ASSESS, PROMOTE, PROGRESS, REVIEW, ATTAIN, INSPIRE, SUPPORT and
ENRICH the working experience at UBC's Okanagan Campus

This performance appraisal program takes place throughout the year through regular one-on-one meetings and progress checks and culminates in an annual appraisal. This **Appraise Cycle** starts with the annual appraisal meeting and includes the following tools:

- A. Annual Appraisal Report Form** - to be completed in Draft by supervisor and finalized after the appraisal meeting
- B. Self-Assessment Form** - to be completed by the staff member prior to the annual meeting and considered by the supervisor in preparation for the Annual Appraisal Meeting
- C. Annual Goals and Objectives Form** - created as a result of the Annual Appraisal Meeting
- D. Progress Meeting Note Tool** – to capture discussion topics for future APPRAISE meetings

The UBC Vision:

As one of the world's leading universities, UBC creates an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada, and the world.

UBC Values:

- Academic Freedom – The University is dependent and cherishes and defends free inquiry and scholarly responsibility
- Advancing and Sharing Knowledge – The University supports scholarly pursuits that contribute to knowledge and understanding within and across disciplines, and seeks every opportunity to share them broadly
- Excellence – The University, through its students, faculty, staff, and alumni, strives for excellence and educates students to the highest standards
- Integrity – The University acts with integrity, fulfilling promises and ensuring open, respectful relationships
- Mutual Respect and Equity – The University values and respects all members of its communities, each of whom individually and collaboratively makes a contribution to create, strengthen, and enrich our learning environment
- Public Interest – The University embodies the highest standards of service and stewardship of resources and works within the wider community to enhance societal good

Benefits of performance appraisals:

- Support performance enhancement and development
- Establish a partnership between employee and supervisor with mutual understanding of expectations
- Build a positive attitude towards Performance Appraisal
- Encourage periodic discussion of progress and facilitate employee success
- Clarify areas for further development and provide constructive support for improvement
- Provide clear documentation for the staff member and for the supervisor

Effective Annual Performance Meeting Guidelines

Before the meeting:

- Inform the employee about the upcoming appraisal meeting well in advance; ensure a minimum of one hour of uninterrupted time is booked for the meeting
- Give the employee the self-assessment form to complete a minimum of two weeks before the appraisal meeting date. Ask them to complete and return it to you one week prior to the appraisal in order to give you an opportunity to review prior to the meeting to inform key areas for discussion
- Review last year's Goals and Objectives Form (if after year 1), progress notes and any feedback received. Consider the duties outlined in the job description and the level at which the staff member has successfully demonstrated the duties and job outcomes as required
- Complete the Annual Appraisal Report Form in draft and provide a copy to the employee a minimum of a day prior to your meeting so that they can come to the meeting prepared for discussion. Under areas for Growth and Development, if there are areas where job expectations are not being met, this should be clearly stated
- Ensure a copy of the job description is available during the appraisal meeting for reference
- **If there are concerns as to whether the employee is meeting the fundamental requirements of the position, please ensure that you contact your HR Advisor prior to holding the meeting**

During the meeting:

- Reserve a quiet, private space free from interruptions including cellphone and computers to ensure the employee feels comfortable
- Review the employee's completed self-assessment form *together* to ensure their viewpoints are incorporated and discussed. *Some tips for providing and receiving constructive feedback:*
 - Ensure two-way discussion and listen to the perspective of the employee
 - Focus on specific rather than general work behaviours – general statements can be vague and provide little useful information, especially if you are attempting to correct a problem
 - Avoid personalized comments and focus on behaviours and work outcomes
 - Be open to feedback
- Discuss the progress to date, the remaining training needs, roadblocks that may exist, future development opportunities etc.
- Ensure the employee has a clear and full understanding of your feedback including areas of accomplishment and success and areas requiring development
- Confirm and document goals, activities and priorities for the next year (see Self-Assessment Form) and set a date for the employee to submit the more detailed Annual Goals and Objectives Form
- Ensure goals are discussed and expectations are understood

After the meeting:

- Review the draft Annual Appraisal Report Form, adding any additional comments from the meeting discussion and give the employee a copy. Ask the employee to review the form and sign off, adding any comments that they wish to make
- Sign off on the finalized Annual Goals and Objectives Form upon receipt or schedule a follow-up meeting for further discussion as required. Use this form to discuss progress during periodic progress meetings and at the annual performance meeting at the end of the year
- **Place the final copy of the signed Annual Appraisal Report Form and the Self-Assessment Form in the departmental employee file**

Progress Meetings:

- Set up periodic progress meetings and use the Progress Meeting Notes template to document discussions and to use for review in preparation for the next Annual Appraisal Meeting
- Use the completed Annual Goals and Objectives Form as a basis for discussion and make adjustments and updates as required

Key areas of Strength:

Areas for Growth and Development:

Date of Next Annual Appraisal Meeting _____

Signature of Supervisor _____ Date _____

I have read and discussed this appraisal with my supervisor. My signature means that I agree that the above accurately reflects the discussion with my supervisor.

Staff Signature _____ Date _____

Additional comments may be attached to this document.

B: Self-Assessment Form

To be completed by the employee and forwarded to the supervisor at least 5 working days before the appraisal meeting.

1. A summary of my main achievements for the appraisal period (or in the last 12 months) in relation to my goals, objectives and development plans if these were in place.

2. A summary of any factors (positive or negative) affecting achievement of my goals and objectives or my contribution to the work of the department over the appraisal period.

3. Is there anything you would do differently, changes you will make, as you reflect on these factors?

4. Major activities, goals and priorities anticipated in the coming appraisal period and any training or other support that I will need to assist in achieving them. After discussion, these form the basis for completion of the Annual Goals and Objectives Form, to be completed within 2 weeks of the annual appraisal meeting.

C: Annual Goals and Objectives Form

Goals/Objectives agreed for the coming appraisal period – these should address all major elements of the employee's responsibilities and areas for development including training opportunities.

The key to a well-written objective is to try and make them SMART, which means making them:

- S**PECIFIC – pin down exactly what you want to happen and by when, resources needed
- M**EASURABLE – put in a date and quantities or quality if these can be applied to the task
- A**CHIEVABLE – neither too easy, nor too hard, yet doable
- R**ELEVANT – it should relate to the person's job or to their development or aspirations
- T**IMELY – you should set a time for the achievement. By when should it be done?

Goal/Objective:

Achievement Plan/Targeted Completion Date:

Check-In Dates:

Comments Regarding Progress:

Goal/Objective:

Achievement Plan/Targeted Completion Date:

Check-In Dates:

Comments Regarding Progress:

Goal/Objective:

Achievement Plan/Targeted Completion Date:

Check-In Dates:

Comments Regarding Progress:

Supervisor signature _____ Employee signature _____

D: Progress Meeting Note Tool

This form can be used to capture discussion topics at regular performance meetings. To be used as a 'living document' in preparation for future APPRAISE meetings.

1. Progress Meeting Notes for (insert date)

2. Progress Meeting Notes for (insert date)

3. Progress Meeting Notes for (insert date)