



## **Administration & Finance Division**

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**To:** Administration and Finance Executive Committee

**From:** Jordan Forbes, Human Resources Manager

**Date:** January 14, 2021

**Subject:** Policy Update: Performance Appraisal Policy

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As members of the Committee are aware, Succession Planning is a key objective in the newly adopted Strategic Plan. Performance Appraisal is a key component of helping to identify developmental needs for our workforce, and to identify high potential individuals. This policy has been updated to provide new guidance for supervisors related to this process.

Key changes include:

- Changing the succession planning section to a succession management section, creating a focus on the development of the workforce as a whole, not solely on the development of high potential individuals.
- Clarifying the frequency of the performance appraisal cycle. In recent years, performance appraisals have been completed less consistently in some areas and updating the policy will help supervisors to understand their obligations more clearly.
- Providing direction to supervisors that they are not required to score competencies where they have no evidence or insufficient evidence to score. It has been far too common that supervisors rate a competency for a new employee as 'satisfactory' despite the fact that the supervisor has not had an opportunity to see the employee actually demonstrate that competency. This has tended to artificially lower the results on a first appraisal.

The updated policy is attached for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes  
Human Resources Manager