Performance Review & Planning

PERFORMANCE REVIEW AND PLANNING (PR&P) FORM

(Administrative/Professional and Exempt Staff)

PURPOSE

Brock University's Performance Review and Planning (PR&P), is an on-going process designed to create a culture of continuous improvement in work performance and to assist in individual growth and development. It has been designed to support the University's current strategic and long-range planning process, ensuring individual goals are consistent with a department's or unit's strategy.

OBJECTIVES:

The objectives of the PR&P process are to:

1. Encourage meaningful and on-going communication between employee and supervisor on work performance;
2. Recognize employee performance;
3. Establish agreed-upon performance goals and development plans;
4. Link individual goals to organizational (Department, Division/Faculty, University) goals;
5. Identify skills and aptitudes for development;
6. Encourage employees to continually improve work performance;
7. Provide a record of job performance.

PROCESS:

1. Together, employee and supervisor will complete the following form and return it to Human Resources annually. While performance goals and development plans identified in this document are being defined for the upcoming 12-month timeframe, supervisor and employee are strongly encouraged to meet at least quarterly to discuss progress to-date and re-adjust goals/plans as appropriate.

2. The supervisor will arrange appropriate meeting time(s) with the employee.

3. Both employee and supervisor are asked to prepare for the PR&P meeting(s); *Supervisor and Employee Preparation* guidelines have been included on the reverse of this page.

4. The final, agreed-upon copy is signed by both the employee and supervisor, and forwarded to the Dean / Division Head for review and signature. The Office of the Dean / Division Head will forward the signed original to Human Resources and will return copies to the supervisor and employee.

GUIDELINES FOR SUPERVISOR AND EMPLOYEE PREPARATION:

With the assistance of the *Preparation Worksheets* available at www.brocku.ca/hr/employment_info, please prepare for your PR&P discussion by considering the suggestions below.

The worksheets have been developed to assist employees and supervisors organize their thoughts and track progress. While the contents of the worksheets will be utilized during the PR&P discussions and may be incorporated into the final PR&P document, they will not be attached to the final PR&P document. Employee/supervisor may choose to maintain their respective worksheets in their own personal PR&P files.

EMPLOYEE PREPARATION AND SELF-ASSESSMENT:

1. Identify possible future performance goals. This may include carrying forward previously established goals not yet completed.
   - As applicable, identify how goals support the department and/or division's strategic plan, as well as the mission, vision and goals of the University.

2. Identify progress made toward previously identified performance goals.
   - Indicate status of goal.
   - Identify achievements as well as factors that may have affected performance.
   - Gather any supporting documentation, including notes, feedback, comments received, as well as results of the University's 360-degree feedback program (if applicable).

3. Identify possible suggestions of ways that you would like to further develop.

4. Identify possible suggestions for future development plan ideas for department and supervisor.

SUPERVISOR PREPARATION:

1. Identify the most important outcomes needed from employee's job in relation to the strategy/goal of department and the University.

2. Examine how employee is performing in relation to previously defined performance goals.
   - What has been the employee's progress toward goals? Related achievements?
   - Gather any supporting documentation, including work records, notes, reports, input from others familiar with employee's work, and data from the University's 360-degree feedback program (if applicable).
   - Identify factors that may have affected employee performance.

RESOURCES FOR EMPLOYEE AND SUPERVISOR:

Worksheets and samples of completed PR&P forms are available on the Brock University Human Resources website: **www.brocku.ca/hr/employment_info**

Please consult the Human Resources department for assistance in handling performance problems / issues.

PERFORMANCE REVIEW AND PLANNING (PR&P) FORM

(Administrative-Professional Staff)

Employee Name:	Job Title:
Department:	Supervisor:
Performance Timeframe:	to:
Date Completed:	

SECTION I: FUTURE PERFORMANCE GOALS

Supervisor and employee complete below a summary listing of performance goals as agreed to during PR&P discussions:

LISTING OF PERFORMANCE GOALS

… for the upcoming 12-month period of: to

What does the employee plan to accomplish in the next 12 months? What will be the main focus?

1.

2.

3.

SECTION II: ANNUAL ACHIEVEMENTS

Supervisor and employee complete below a summary of past year's accomplishments and challenges:

SUMMARY OF ACCOMPLISHMENTS / ACHIEVEMENTS / CHALLENGES:

Past year's goals and successes, challenges and frustrations. Accomplishments made toward goals. Factors affecting performance

DISCUSSION AND COMMENTS:

Discussion topics may include: Employee's most enjoyable component of work; what keeps the employee here? Why goals not accomplished? Possible improvements needed? Determine frequency of meetings to discuss on-going progress?

SECTION III: EMPLOYEE DEVELOPMENT PLAN

Supervisor and employee complete below a summary of future development plans as agreed to during PR&P discussions:

Discussion topics may include: What is the most effective route to achieving the above-mentioned goals? Assistance/support needed from supervisor? Future growth and/or career goals? Specific skills to learn? Specific challenges to face?

SECTION IV: EMPLOYEE SUGGESTIONS FOR DEPARTMENTAL IMPROVEMENT

Employee completes below:

Ideas for the future direction or development of the department? Suggestions on how the department / division can function more effectively and efficiently?

SECTION V: SIGNATURE and REVIEW

Supervisor's signature: _____ Date:

Supervisor's comments:

Employee's signature: _____ Date:

Employee's comments:

REVIEW:

Dean / Division Head Signature: _____ Date:

Original to Human Resources

- ❑ Copy to Supervisor
- ❑ Copy to Employee … Date: _____

Human Resources Signature: _____ Date: