

Guidelines for Performance Appraisal for Professional Administrative Support Staff (PASS)

Administrative Details

1. The supervisor shall assess the employee's job performance and support the employee in personal and professional growth.
2. Employees shall have a performance appraisal completed once every five years.
3. Each employee shall participate collaboratively in her/his performance appraisal process with the supervisor.
4. Each employee shall plan and implement continuous improvement strategies through a Continuous Improvement Plan. The Continuous Improvement Plan should be reviewed on a regular basis (annually) with the supervisor.
5. Human Resources will provide guidelines for storage and access of performance appraisal documents.

Formal Process

Pre Conference

The supervisor shall:

- (a) Communicate two weeks prior with the employee:
 - a. The intent to enter into the performance appraisal process
 - b. The time and place of the conference
- (b) Establish timelines for the completion of the performance appraisal
- (c) Introduce the Feedback Survey

Conference

The supervisor and employee shall:

- (a) Review the Core Competencies, and if needed, the setting for any observations to take place
- (b) Mutually agree on any other Job Specific competencies that are unique to this position and not covered under other core competencies
- (c) Mutually agree upon a minimum of 5 people to assist in completing the Feedback Survey

Post Conference

The supervisor shall:

- (a) Review results of the Feedback Survey
- (b) Complete the performance appraisal report
- (c) Share the written report with the employee

The supervisor and employee shall:

- (a) Collaborate in developing areas of growth/improvement

Rating Scale

Highly Successful	Employee consistently goes beyond job requirements – evidence external and internal to the Board. Continuous Improvement Plan to be developed.
Successful	Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job. Continuous Improvement Plan to be developed.
Making Progress	Employee is moving at a reasonable pace toward success in job performance – improvement needed in some areas – expect success in near future. Continuous Improvement Plan to be developed.
Unsatisfactory	Employee needs to make significant improvement in overall job performance – regardless of reason, lack of desired achievement during appraisal period. Review Plan to be developed.