Performance Reviews

It's that time again! April is the month in which we have our annual performance review discussions and attached is the information that you need to begin the planning and review process.

The performance review process is an opportunity for employees and managers to have an open and honest dialogue about the employee's performance for the past year and to set goals for the coming year. Working together, managers and employees can clarify expectations for one another to keep their department productive and effective. While discussions should be ongoing throughout the year, the annual review is an opportunity to document the achievements and development opportunities for each employee. Think of it as a tool to support the partnership between a manager and her/his team.

The annual performance review period will cover the period **April 1, 2011** to **March 31, 2012**.

- The time for supervisors to distribute and for employees to prepare self-evaluations and worksheets is the **month of March**. Full packages of materials will be available on our staff section of the website by mid-February.
- The time frame for meeting with employees and conducting performance reviews will be **April 2-13, 2012**.
- Managers should submit their written and signed reviews to the Business Manager, Yvette Morneau, by **April 20, 2012.**
- The Treasurer will review all completed forms and submit to the Executive Director no later than **May 3, 202.**.

If you have any questions, please contact Barbara Lucey at x4004.