

 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Procedure No.: I-A-PR7	Approval Date: Last Revision:
	Responsible Executive:	
	Signed:	
Title: <p style="text-align: center;">DRAFT - EMPLOYEE PERFORMANCE</p>		
Background & Purposes: <p>This procedure is to be used for all first time employees, new and established, to ensure that all people are fairly evaluated and counseled to allow them to perform and develop to their full potential.</p> <p><u>Objective:</u></p> <p>This procedure is based on the University's Employee Performance Plan and Review System. All employees are encouraged to participate to gain the benefits of:</p> <ul style="list-style-type: none"> - feedback on their performance in their current position. - a way to link individual goals to departmental and organizational goals and to build commitment. - a method for improving communications. - a method for recognizing and supporting work effort. - a record of job performance, which will assist in selection and placement to higher positions. - an opportunity for coaching to better develop potential. 		

1. General/Guideline:

This procedure's application is mandatory for new probationary employees and optional for represented employees with seniority. All employees are encouraged to participate as participation has the potential to optimize their career. The responsibility for adhering to this procedure rests with the employee's Head, or immediate supervisor.

PROCEDURES

1. General

- 1.1 The attached forms shall be used to document the employee's performance interview. The original shall be kept in the employee's file in Personnel Services. One copy shall be made for the employee and one copy shall be made for the Supervisor's file. The original and all copies shall be treated as confidential.
- 1.2 For CUPE 116 and IUOE 115 employees, managers are to complete 10, 30 and 60 day reviews. M&P employees are to undergo 30 and 60 day reviews as well as 5 and 10 month reviews, passing probation of one years-time.
- 1.3 Weekly interim performance records shall be completed by their Sub-Head and these records shall be referenced and reviewed in the interviews. The completion of the records and interviews is of the utmost importance, since these records will assist in determining whether or not an employee has performed satisfactorily for continued employment by the University.
- 1.4 Represented employees with seniority participating in the procedure shall be interviewed annually on their anniversary of employment.

NEW EMPLOYEE 10 DAY CHECK IN

These questions will help guide the 10 day check in with your new employee. These questions help to assess how the new employee is doing and where they may need additional support and/or coaching. After your check in meeting, record the employee’s feedback in the box below.

- What is going well for you?
- What has been your highlight(s) so far?
- What challenges are you experiencing?
- Do you have any suggestions for improving challenging areas?
- What do you need from me as your head/ manager to help you succeed?
- Any additional comments/feedback

Employee Feedback:

Action Plan for Success:

Manager Signature: _____

Date: _____

NEW EMPLOYEE 30/60 DAY CHECK IN

These questions will help guide the 30 day check in with your new employee. These questions help to assess how the new employee is doing and where they may need additional support and/or coaching. After your check in meeting, record the employee’s feedback in the box below.

- How has your first month been?
- What has been the highlight so far?
- How do you feel you have connected with your management peers?
- What are you most looking forward to in your first year?
- What challenges do you anticipate in your first year?
- Is there any additional support you feel you need to help overcome those challenges?

Manager Feedback:

Action Plan for Success:

Manager Signature: _____

Date: _____

**NEW MANAGER 60 DAY PROGRESS CHECK IN AND PLAN FOR SUCCESS
(When applicable)**

Manager Name: _____

Position: _____

Hire Date: _____ Check in Date: _____

Coaching for Superintendents/Managers:

This document will represent your assessment of the manager’s first two months in their role and your plan on how to approach their first year and set them up for success. Review the requirements of the job as well as the extent to which the manager is fitting into the department, adapting to the culture and connecting with their direct reports and their management colleagues.

For the following areas, please describe how the manager is acclimatizing to their role; their principle strengths, fit and areas for improvement. Upon completion, meet with the manager to discuss your observations and assessments and how you will approach the months ahead using the suggested themes listed. The completed form should then be reviewed and signed by the manager, sent to Human Resources and maintained in the employee’s file.

Approach to Work

Consider the extent to which the manager demonstrates initiative, flexibility, adaptability, and resourcefulness in their role thus far:

Judgement /Decision Making

Consider the extent to which the manager demonstrates effective problem-solving skills and the ability to make appropriate decisions

Organizational Fit

Consider manager's ability to connect and work effectively with their colleagues both internal and external to Building Operations

Management Style

Consider the manager's ability to effectively manage and build positive relationships with their staff

Discussion:

Plan for a successful first year:

Discuss with your new manager how to approach the year ahead and how to support them in their success.

Suggested themes to discuss:

- *Discuss organizational structure of the shop/crew*
- *Discuss quick wins for the unit*
- *Discuss ideas to change current practices/procedures and create efficiencies in the unit*
- *Discuss ways to establish trust and build positive relations in the unit*
- *Discuss any anticipated challenges and how these may be mitigated*

Manager Signature: _____ **Employee Signature:** _____