



Procedure Statement:

The Annual Performance Appraisal and Development (APAD) process is designed to facilitate meaningful job-performance discussion between employees and their supervisors. It has the larger objective of focusing collective employee efforts and moving The Flower Cart in a single direction through goal setting.

Definitions:

Goals - Goals are set in one year and are appraised in the following year. Goal attainment is critical to the success of both the employee and the company. Goals are not “tasks” rather goals are value added initiatives or special projects which add value to the employee’s job, their department or the organization. Goals are SMART: Specific, Measurable, Achievable, Agreed to, Realistic and Time-bound. Not all goals are created equally, however, and for this reason goals are weighted. The weight of all goals together must equal 100%.

Organizational Core Values and Behaviours - Organizational Core Values and Behaviours are the communal moral code of an organization. Organizational Core Values and Behaviours reflect the attitude and character of an organization and are the ethical road map by which an organization approaches all facets of its business. Organizational Core Values and Behaviours are reflected in how employees approach their colleagues, clients, participants, customers and the general public. Organizational Core Values and Behaviours generally do not change from year to year.

Procedure:

The Performance Appraisal section assesses (1) the employee’s performance against goals set in the previous year; (2) the employee’s performance against established Organizational Core Values and Behaviours, and (3) and the employee’s performance within their position.

The Action Plan both acknowledges the employee’s strengths and is a tool used in the planning for employee performance improvement.

The Self-Development section is meant to facilitate discussion around employee activities (1) in the past year; and (2) for future.

The Goal Setting Plan is a mechanism for the employee and their supervisor to negotiate and agree to detailed goals for the employee for the coming year.

Please review all Administrative Guidelines before completing this form.

Note, in consideration of the learning curve, there must be minimally three (3) full months on the job to provide a performance rating.

Critical Dates:

March 1 – 31: The ED his/her immediate direct reports discuss the goals of the organization. Thereafter, all supervisors schedule an “Appraisal Meeting” with all their direct reports; to be held between April 1-30. At this time the supervisor will advise their direct report to (1) complete the APAD, in full, and (2) draft three to five goals for the coming year for discussion.

May 1 – 10: The employee is to have completed the APAD and submit to his/her supervisor. The Supervisor will review all goals and APAD results against program guidelines. The Supervisor will confirm the final performance rating and goals with the employee prior to the supervisor delivering the appraisal to the employee.



May 10 – 21: The supervisor will meet with all their direct reports for the “Appraisal Meeting”. The supervisor will (1) review the Appraisal and Self-Development, with ratings, (2) with the employee, define actionable items to improve performance, (3) with the employee, negotiate and finalize goals for the coming year, and, (4) get employee signatures and comments. Each employee is to receive a copy of their APAD.

June 1 – 15: All APADs to be forwarded to the ED for final review and signature and thereafter returned to the supervisor for file retention purposes.

November 1 – 14: All supervisors will schedule brief “Six Month Review Meeting” with all direct reports. Supervisors will advise their direct reports that prior to the actual meeting the employee is to (1) review their progress on goals set this year, and (2) identify any challenges or obstacles as well as possible work-around. At the meeting, the supervisor will review employees’ goals and performance against goals as well as any required resources.

Related Information:

See \\192.168.1.12\FC Data\Forms\Personnel\APAD

Contact:

Human Resources Department

Roles and Responsibilities:

Executive Director

- Discuss the goals of the organization
- Final review and signature of all APADs

Supervisors

- Schedule an Appraisal meeting with all their direct reports
- Give the employee their APAD to complete
- Review their employees’ goals and APADs against program guidelines
- Forward all APADs to the Executive Director for final review and signature
- Schedule a brief 6 month review meeting with all direct reports

Employees

- Complete their APAD
- Draft 3-5 goals for the coming year

Revision History: