

EMPLOYEE PERFORMANCE FEEDBACK FORM

PROCESS & GUIDELINES

The UNBC performance feedback form was designed to enable dialogue between the employee and their supervisor. It may be a helpful document or opportunity to provide feedback. This template can be used for all employee groups. It can provide an opportunity to clarify job responsibilities, the supervisor's expectations, the employee's progress towards those expectations, and to foster employee development. Ideally, there should be no surprises when the parties meet to discuss, as any areas of concern would/should have been identified and previously discussed as they occurred.

NOTE: *This is not intended for use in disciplinary matters. Please consult with Human Resources for advice and assistance on dealing with discipline or the respective employee agreement.*

Supervisors may wish to familiarize themselves with the employee's responsibilities in advance to help guide discussions. Some areas to consider might be: teamwork, cooperation, creativity, initiative, judgment, decision-making, impact, effort, supervision (if applicable), communication, attendance, professionalism, other specific skill sets (abilities) and any specific concerns the supervisor or employee may have.

The performance feedback form may be used at anytime, but ideally at least once a year for regular or term employees. It can be used as a guideline to help assess probationary employees as well. Any request by the employee to have a representative present should be referred to the Senior Human Resources Advisor.

Recommended process:

- Schedule the performance feedback meeting in advance and ensure it is held in private without interruption. Schedule enough time for discussion (1 - 1½ hours).
- The employee and supervisor should complete their respective sections in advance of the meeting, which will be reviewed collaboratively.
- Emphasize strengths and areas that need improvement. Be honest and end on a positive note.
- Develop a plan and timeline for reviewing progress towards the goals/objectives in the upcoming year.
- Submit a completed and signed original to Human Resources within 14 days of the meeting being conducted. Make a copy for yourself and the employee.
 - This performance feedback becomes part of the employee's personnel file.



Note: Responses are limited to text box size.

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Please review and refer to the guidelines provided on the covering page.

Employee Name	Job Title/Position	Department
Supervisor Name	Supervisor Title	Date of Review (meeting)
Start Date in Current Position	Probationary /Trial Period <input type="checkbox"/> or Regular Review <input type="checkbox"/>	

Accomplishments / Contributions / Strengths

<i>Employee:</i>
<i>Supervisor:</i>

Areas for Development

<i>Employee:</i>
<i>Supervisor:</i>

Current Department/Program Goals

Supervisor:

Employee Goals for Next Year (to be completed together; aligned with current department goals)

Training Needs

Employee:

Supervisor:

Work Environment *(Employee to complete)*

a) What do you like & dislike about working for your department/program?

b) What elements of your job do you find most challenging?

c) What elements of your job interest you the most, and least?

Employee Comments

Supervisor Comments

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

One-up Signature _____ Date: _____

(Dean/Director/VP/President)

Distribution

- ✓ Original to Human Resources
- ✓ Copy to Supervisor
- ✓ Copy to Employee