

**POLICY 6.4 – Performance Plan and Review**

**Policy Category:** Personnel

**Subject:** Performance Plans and Review

**Approving Authority:** Board of Governors

**Responsible Officer:** Vice President, Operations and Finance

**Responsible Office:** Human Resources

**Related Procedures:** [Administrative Procedures for Performance Plan and Review](#)

**Related University Policies:**

**Effective Date:** July 1, 2013

**Supersedes:** April 21, 1998, December 1, 1998, June 20, 2013

**I. PURPOSE**

This policy outlines the annual performance dialogue and goal setting process for PMA eligible staff members. It has been developed to achieve excellent individual and organizational performance.

**II. POLICY**

1. The performance dialogue and goal setting plan for PMA eligible staff members has been established to provide an annual opportunity to develop mutually agreed upon goals for individual staff that are aligned with Organizational Plans and to ensure a year-long discussion and feedback throughout the year between annual performance outcomes. The purpose of the plan is to provide an annual performance dialogue and goal setting plan are to improve and enhance staff members' performance provide a basis on which the staff are able to plan their own career goals.
2. The dialogue that takes place between the staff member and the supervisor is to provide the staff member with the opportunity to discuss their performance and to set goals for the next year.

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Information about how  
a plan for learning and development.

3. Annually, and according to the [Procedures for Performance Plan and Review](#), supervisors will be required to submit to the Dean / B Human Resources an assessment of each staff member on the Performance Dialogue and Goal Setting Form. This assessment will be in place for PMA eligible staff members.