

PROCEDURE FOR POLICY 6.4 – Performance Plan and Review**1. Performance Dialogue and Goal Setting Process**

- a) The Performance Dialogue and Goal Setting process is an annual, three-step process that involves participation by, and input from, both the supervisor and PMA Eligible Staff member. The steps in the process are:
 - i) Establishment of annual goals and outcomes;
 - ii) Interim review of outcomes;
 - iii) Annual performance dialogue and goal setting
- b) Human Resources will make available to supervisors and staff members on the Human Resources website at: <https://www.uwo.ca/hr/facultystaff/pdg/index.html>, a number of resources, guidelines, tools and timelines to assist in completing the annual process.
- c) After completion of the performance dialogue and goal setting process, including the supervisor's assessment, both the supervisor and staff member should acknowledge the discussions and goals by signing the annual written plan. The staff member and supervisor should retain copies for their records to provide the basis for the following year's review of established goals and outcomes for the next year.

2. Job Descriptions

Position descriptions may be reviewed as part of this process. Any significant change to the regular duties and responsibilities should be reflected in an updated job description and submitted for review to Human Resources.

3. Issues Relating to Performance Plan and Review

- a) When a staff member has concerns or issues relating to the application of this Policy, the staff member is encouraged to address them with his/her supervisor.
- b) Should the concerns or issues remain unresolved, the staff member may request, in writing, a review of the matter by the Associate Vice-President, Human Resources/Dean/Budget Unit head or designate.