

How to Work With the New Rating Scale

Background

The new rating scale is part of our new performance management model, MyPerformance, and forms part of your MyPerformance Profile. The scale was developed through province-wide consultations with public service employees through work with an employee design group. It is designed to describe employee performance and contributions, and to recognize the value of a diverse range of talents, skill sets, performance levels, and corporate values-based work behaviours.

Focus of Conversation

The new rating scale is both an assessment tool and a basis for discussion. It can provide a focal point for performance conversations during all phases of the performance cycle. Employees and supervisors can begin discussing where they currently see themselves on the scale, where they might like to be and having coaching conversations on what is necessary to achieve a higher rating. Supervisors will approve and sign off on a rating selection at the end of the annual cycle.

Organization of the Rating Scale

The rating scale is divided into four main categories: Exceeds Expectations; Achieves Expectations; Developing; and Not Performing. Under each main category are several sub-categories that go into more specific detail on the nature of the employee's

main contributions through their demonstrated contributions, competencies, and corporate values. The only category that does not have sub-category descriptors is Not Performing.

Selecting a Rating

Once a supervisor assesses the employee's performance at the main category levels, the supervisor selects the rating sub-category that best describes the employee's performance. Descriptors within a category are all considered equal; there is no hierarchy to the sub-categories. An employee may display elements of a number of different descriptors within a main category, but only one can be chosen as the most predominant descriptor.

Start Today

Employees and supervisors do not have to wait for the end of the annual cycle sign-off to begin a conversation about where an employee is or would like to be on the rating scale. Employees may demonstrate different elements at different points during the year or their career. Supervisors can provide on-going feedback and use these descriptors as part of those on-going conversations as well.

Information and Curriculum on Using the Scale

As part of the full launch of MyPerformance Profile, employees will have access to on-line training and an interactive guide on how to assess performance and apply the ratings scale for year-end assessments and sign-off.

EXCEEDS EXPECTATIONS: is exceeding expectations of job performance and is demonstrating exceptional corporate values.

Connector:

- works collaboratively to enable success
- is excellent at supporting others and sharing information
- maintains a clear focus on creating positive outcomes, encourages new ideas and is consistently proactive

Culture Motivator:

- is a model of motivation and positive influence for others
- serves as a valued mentor or advisor
- contributes to strategic goals and positive engagement

Exceptional Contributor:

- takes thoughtful risks, sets clear and often stretch goals and is accountable for results
- seeks out opportunities to learn and take on more responsibility
- consistently demonstrates the potential and desire to take on new and more challenging work

First-class Leader:

- is an inspiring leader who contributes to the development of others
- serves as a role model within the organization who takes pride in the achievements of their team
- builds trust and places organizational objectives ahead of personal goals

Innovative Expert:

- demonstrates a dedication to expanding expertise
 - finds innovative ways to connect and apply that expertise
 - seeks better ways to achieve goals, applies creativity and pursues a vision for the future
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ACHIEVES EXPECTATIONS: is meeting expectations of job performance and is demonstrating solid corporate values.

Accomplished Contributor:

- can be counted on to do their job
- has mastered the duties associated with the position
- is a strong contributor who may go above and beyond in some areas

Proven Leader:

- demonstrates a level of leadership that is an asset to the organization
- may exhibit strengths in demonstrating the corporate values of courage and/or accountability in achieving their work goals
- is a capable leader who is achieving expectations both as a supervisor and as an employee

Subject Matter Expert:

- is a “go to” person on this topic(s) within the organization and maintains expertise in a particular field
- can be counted on to deliver context, relevant information and recommendations
- may exhibit strengths in demonstrating the corporate values of curiosity and/or accountability

Valued Mentor:

- is vital to knowledge and/or culture transfer and maintenance in the organization
- may exhibit strengths in demonstrating the corporate values of teamwork and/or service in achieving their work goals
- demonstrates both the skill and desire to share his or her work attitude and expertise with others

Valued Team Player:

- is a key contributor to team outcomes and a positive and engaged work place
 - is a model of motivation, positive outcomes and shares knowledge
 - may exhibit strengths in demonstrating the corporate values of passion and/or team work
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DEVELOPING: is not currently achieving all expectations but has the potential and the motivation to do so, and is developing an understanding of corporate values

Growing:

- has demonstrated a commitment to improvement and is putting in the effort required

New to position:

- is still in the probationary period or has been in the position for too short a time to accurately evaluate performance

Mismatched talent:

- is not currently meeting all expectations but has potential and desire to be more engaged and productive in a different position

NOT PERFORMING: is not meeting expectations

Not Performing:

- needs significant improvements in either the corporate values or job performance, or both
- does not demonstrate adequate motivation to improve