

## **Human Resources Policy 03 - Employee Performance Management**

**Last updated April 12, 2016**

This policy statement covers the performance management process for all employees within the BC Public Service, including both bargaining unit and excluded employees. The policy statement supports the core policy objective of ensuring that “employees understand their roles, how their work contributes to achieving the goals of government, and are focused on results.”

BC Public Service organizations will implement a performance management system within their organization. All employees covered by the [Public Service Act](#) will participate in the performance management system.

Organizations will clearly communicate government and organization program goals to all staff to encourage the alignment of MyPerformance Profile plans with these goals.

Employees will be evaluated using a common evaluation standard developed by the BC Public Service Agency.

### **Performance Management Process**

To be effective, both supervisors and employees must actively participate in the performance management process, and have open and honest discussions about the employee’s performance. In addition, supervisors must provide on-going feedback to employees on their performance.

Performance management is a cyclical process repeated annually. At a minimum, the process consists of three phases:

- Planning;
- Mid-point discussion; and
- Final performance evaluation.

### **Planning**

Planning involves supervisors meeting with their employees to establish key work goals and behaviours that support achievement of the organization's business plan (if available) and the ministry service plan. Planning includes preparing a MyPerformance Profile for achieving the key work goals and behaviours. Key work goals must be measurable and behaviours must be demonstrable. During the planning phase, both the supervisor and employee must discuss the employee’s career goals, aspirations, and any related development activities.

### **Mid-point Discussion**

Part way through the year, supervisors will meet with their employees to review progress to-date in achieving the goals set out in the plan, provide initial feedback, and make any required adjustments to the written plan. Ideally, supervisors and employees will carry on an on-going conversation throughout the year relating to job performance.

### **Final Performance Evaluation**

During the final performance evaluation, supervisors will provide a written evaluation of their employees' success in achieving the goals and behaviours set out in the plan.

The evaluation will be objective and based on the agreed measures of success, where possible. The common evaluation standard will be used. Follow-up actions will be set out where required. Good performance needs to be recognized, and poor performance needs to be clearly and consistently handled.

The final written evaluation becomes a permanent part of the employee's record.

### **Performance Evaluation of Key Roles**

For certain key roles specified by the BC Public Service Agency, performance is evaluated against a common set of defined criteria. A separate set of criteria has been developed for each role. For more information, see the Corporate Plan. Where corporate standards have been established, they must be used.