

Section III

Part 5

Your Performance with the CLS

After you have successfully completed your six month probationary period you will be asked to discuss your performance with your Coordinator or Director (for brevity, referred to as Supervisor in this section) on an annual basis. This annual performance discussion is in addition to the regular coaching provided to you by your Supervisor. If there is any time you do not feel you are receiving enough feedback about your performance please feel free to ask your Supervisor and encourage their input and/or input from your co-workers. Please read further to understand both the purpose and process of the annual employee Personal Development Plan.

Performance reviews during your probation period with CLS are conducted at your primary work location during the second and fifth month of employment.

Purpose

Any discussion of your performance as an employee with the CLS will be approached in a positive manner, with a focus on your strengths and accomplishments. You and your Supervisor will reflect on your past achievements and set mutually agreed upon goals for the future. There is also an opportunity for you to give feedback to your Supervisor and to bring up any ideas or concerns.

Employee Services will inform your Supervisor when your Annual Progress and Development Plan (for abbreviation Annual Plan or AP) is pending so the necessary arrangements can be made. Input to this process is encouraged from a number of sources described below as “peer input”. This 360 degree feedback process is in place for all CLS employees including supervisors and managers.

Annual Development Plan Process

- Your Supervisor will go over the Annual Plan form with you and your team to clarify the requirements of your position and to explain their approach to evaluation. Teams (CLS employees who work at the same location) are encouraged to request and include



Your strengths and accomplishments are highlighted and any agreed upon goals are set



There should be no surprises as your Supervisor will provide regular coaching and ongoing feedback about your performance

input from others. You and your team will decide this and this can include anyone who would have input on your performance such as supported individuals, co-workers, personal networks, etc. Although many teams find the forms provided useful in the process, the use of these forms is not mandatory. There are various other formats that can be used to complete the Annual Plan; and you and your Supervisor can discuss these options.

- When your AP is due your Supervisor will distribute copies of the form (or agreed upon equivalent) to you and the input group.
- Your Supervisor will schedule a meeting with you and set a deadline for retrieval of the input.
- You and your Supervisor will prepare for the meeting by completing your own forms. Your Supervisor will include applicable group input on the form.
- At the meeting you and your Supervisor will review the AP, point by point, discussing any concerns or comments you might have about your Annual Plan or your performance. At that time, information from your form will be combined with that of your Supervisor.
- Based on the noted strengths and/or any areas for improvement, a development plan will be outlined during the meeting. Your plan will include the goals to be achieved, the actions you and/or your Supervisor need to take to achieve the goals and an appropriate time frame for these actions.
- Your completed Annual Plan, signed by yourself and your Supervisor, is forwarded to the next level for approval and then to Employee Services to be placed in your Personnel file.
- If you and your Supervisor disagree on any point in your AP we encourage you both to discuss this with the appropriate Director or Employee Services. If complete agreement cannot be reached, the AP will be filed as written, noting any concerns in writing.
- Feedback forms for supervisors and managers are circulated to their teams in order to encourage feedback from as wide a group as possible.