

Faculty of Science Annual Performance Conversation Support Staff

Purposes of the Performance Conversations:

- to encourage regular and ongoing communication between the supervisor and the employee;
- to ensure that both supervisor and employee have a good working knowledge of the employee's job,
- to ensure that the job description is kept up-to-date,
- to assess the employee's performance and thereby to assist the employee in developing and improving his/her skills,
- to assist in determining step or merit increases (salary),
- to ensure acceptable employee performance,
- to ensure the standards for performance planning and review are applied in a consistent, fair and equitable manner across the Faculty.

Guidelines:

1. Review and ensure that the job description accurately reflects the duties expected of the position.
2. Employee completes Section A and give the form to their supervisor.
3. Supervisor completes Section B and returns it to the employee.
4. Employee completes Sections C and D and returns it to the supervisor.
5. Employee and supervisor meet to discuss.
6. Employee and supervisor sign the form.
7. Department Head reviews and signs the form.
8. Completed form submitted to Jessie Robinson in the Dean's Office (239 Machray Hall) no later than **Friday, August 30, 2019**.
9. Once reviewed by the Dean the performance conversation will be signed and submitted to Central HR to be stored in the Employment File.

NOTE:

If you have any questions about this form or the process please contact Jessie Robinson at 204-474-8132 or Jessie.Robinson@umanitoba.ca.

Faculty of Science Annual Performance Conversation - Support Staff
July 1, 2018 – June 30, 2019

Employee Name:			
Title:			
Employee Number:		Position Number:	
Department:			
Supervisor:			

Part A: Employee's description and comments on their position and performance.

(Please include any accomplishments, challenges or opportunities for improvement. Please also include desired or planned trainings/professional development.)

Part B: Supervisor's comments and concise summary of employee's performance.

Part C: Employee's comments on Supervisor's summary:

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Part D: Training and Policy Review

Training

Please indicate with a check mark that the following trainings have been completed:

[Accessibility for Manitobans \(mandatory\)](#)

[Sexual Violence Awareness \(recommended\)](#)

Safety Training with FoS Safety Officer
(Contact Betty Lerner 204-474-7654 betty.lerner@umaitoba.ca)

Policy Review

Employees are expected to be familiar with these policies. Supervisors must discuss and remind employees of their obligations under policies particularly relevant to the employee's work. Please indicate with a check mark which policies have been reviewed:

[Workplace Safety & Health \(mandatory\)](#)

[Respectful Work and Learning Environment](#)

[Sexual Assault](#)

[Use of Computer Facilities](#)

[Access and Privacy](#)

[Conflict of Interest](#)

[Safe Disclosure \(Whistleblower\)](#)

Part E: Acknowledgments

The supervisor and the employee acknowledge that they have met and had a conversation about the above.

Supervisor signature: _____ Date: _____

Employee signature: _____ Date: _____

Department Head signature: _____ Date: _____

Dean signature: _____ Date: _____