



ARCHDIOCESE OF REGINA

Policy Name:	Job Performance Reviews	Number:	S6-5
Policy Type:	Management of Staff	Date Approved:	February 2017
Reference:		Date Revised:	

Policy

Statement:

The Archdiocese of Regina uses Job Performance Review techniques based on the following principles:

- Job Performance Standards are developed and documented for each job against which job performance is evaluated.
- Supervisors will train and assist employees to meet or exceed the job performance standards.
- Regular feedback is provided to employees on their job performance.

Definitions:

- a) **“Job Performance Standards”** means a statement(s) of the measurable or observable results that occur when a job is performed in a competent manner.
- b) **“Job Performance Review”** means a meeting between a supervisor and employee for the specific purpose of discussing job results and responsibilities. Included in the discussion will be identifying those tasks which have been performed well and those which have not, discussing and agreeing upon what needs to be done to improve performance and providing the employee with an opportunity to discuss problems and concerns.
- c) **Job Performance Ratings**

Rating

Definition

Outstanding

Performance is recognized as exceptional. Employee consistently adds to and exceeds job standards. Handles complex and difficult issues with little or no direction and uses good judgment in resolving problems effectively. Displays high initiative, high quality and quantity output which leaves little or nothing to be desired.

Excellent

Performance is consistently above satisfactory. Employee meets all job standards and frequently exceeds them. Demonstrates thorough knowledge and mastery of the position. Handles difficult situations with some direction. Output is usually of high quality and quantity.

Competent	Performance is consistently satisfactory. Employee meets all job standards and occasionally adds to or exceeds them. Difficult situations are usually referred to a Supervisor. Quality and quantity output meets standards.
Needs Improvement	Performance is not consistently satisfactory. Employee meets some job standards but not all. Improvement is required.
Unsatisfactory	Job standards are not being met in most cases.

Responsibility: Administrators/Supervisors are responsible for:

- a) Defining and documenting Job Performance Standards for each job.
- b) Communicating the Job Performance Standards to each job employee.
- c) Training and assisting employees to achieve the Job Performance Standards.
- d) Preparing objective evaluation data to review regularly with each employee and to evaluate the employee's progress toward meeting the Job Performance Standards.
- e) Establishing a climate that encourages employees to develop so they may achieve their full potential within the organization.

Procedure:

- a) The employee's immediate supervisor shall prepare and document Job Performance Standards, in conjunction with employees whenever possible. The Job Performance Standards Form is used for this purpose.
- b) Performance review is an ongoing process. However, written Job Performance Reviews are required annually for each employee. The Job Performance Review Form is used for this purpose. (Appendix V)
- c) Employees are requested to sign the Job Performance Review Form to acknowledge their participation in the review process. An employee's signature on the Form does not necessarily signify agreement with the Review.
- d) Employees are entitled, and encouraged, to write their own comments regarding the Review if there is disagreement about the contents of the Job Performance Review Form.

Forms:

Job Performance Standards Form-Appendix V
Job Performance Reviews Form-Appendix U