

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

## **9.5 PERFORMANCE PLAN AND REVIEW**

Classification: Personnel -  
Robarts Clinical Trials-Eligible  
Staff

Effective Date: 01JUL08

Supersedes: (New)

### **POLICY**

- 1.00 The Performance Plan and Review (PPR) involves the establishment of mutually agreed upon performance objectives, ongoing discussion and monitoring progress throughout the year between the staff member and the supervisor, culminating in the appraisal of actual results against the predetermined objectives. A formal written performance plan and review will be conducted annually.
- 1.01 Job descriptions will be reviewed as part of this process. Any significant addition, deletion or alteration to the regular duties and responsibilities should be noted in an updated job description to be forwarded to the Human Resources for review..

### **ADMINISTRATIVE PROCEDURE**

- 2.00 The Performance Plan and Review process is a three-step process: a) establishment of annual goals and objectives; b) interim review of objectives; and c) annual performance plan and review. This process requires the active preparation and input of both the supervisor and the staff member.
- 3.00 The Department of Human Resources will remind the supervisor each January of the need to complete a Performance Plan and Review for each Clinical Trials eligible staff.
- 4.00 Representatives from the Department of Human Resources will provide guidance to staff members and supervisors as well as answer specific questions on the Performance Plan and Review process. Copies of the PPR form and associated Guidelines are available from the Department of Human Resources and on (<http://www.uwo.ca/humanresources>).
- 5.00 Once the PPR has been completed, the PPR will be signed by both supervisor and staff member to indicate it has been fully discussed. Any comments by the staff member will be attached to this document. A final signed copy will be forwarded to the Department of Human Resources prior to June 1 each year. The staff member and supervisor will retain a copy for their records to review newly established goals and objectives in the next year. The signature of the staff member on the form indicates their participation in the discussion, but does not necessarily signify agreement.
- 6.00 This PPR will be completed and returned to the Department of Human Resources prior to the administration of a selective increment.
- 7.00 In addition to the annual performance plan and review, a written evaluation will be carried out, following a similar procedure, for a staff member at the end of three months' service in a new position and at the time a staff member leaves a position, either on transfer or termination, or as specified in other policies.