FAQs on the Next Steps

1.  Can I use decimals in rating reviews?
   A. Yes, the overall rating can be defined in one-tenth increments. Each goal is rated with one of three ratings – exceeds goal, meets goal or does not meet goal.

2.  Do employees sign their form?
   A. While this is electronic, employees don’t technically sign a document, accessing the system and any comments or changes will be recorded.

3.  If I object or have an issue with the ratings I’ve received what can I do?
   A. If you would like, you can add a letter to your file, but not through the online form that is available.

4.  Will professional staff have an opportunity to debrief the process and share their experience for how the process worked?
   A. Yes. First, you should be able to provide feedback to your supervisor. However, you can also discuss this with your HR representative and with the VP for Diversity and Community Affairs.

5.  Is my supervisor evaluated?
   A. All professional staff should be evaluated. In addition, the College will be reviewing the extent to which forms are completed and submitted.

6.  How is the development portion of the form used?
   A. The development plan is used for the supervisor and employee to agree on a method for the employee to attain the necessary skills and resources in order to carry out the goals that are established for the year.
7. How early can review forms be completed? How early can the forms be submitted?
   A. The process is set to a defined schedule, which centers around the academic year. You should be able to access your review form throughout the year, via the portal.

8. If I supervise other supervisors will I have access to my direct reports' reviews of those they supervise?
   A. Yes.

9. If I manage many individuals how might I effectively manage completion of these forms?
   A. Some supervisors have found success in spreading the reviews out over a month or more so that the supervisor has enough time to devote to a thoughtful, quality review of each person.