1. **Q. Can I use decimals in rating reviews?**  
   A. No. The whole numbers that were described on the rating form should be used exclusively. These ratings have been described in some detail and, while it is reasonable to assume that a number between the whole numbers provided would represent some performance indicator between the two whole number ratings that have been described, supervisors must use these whole number ratings because they have been described more completely than any other set of numbers which have not been detailed.

2. **Q. Should employees sign their form?**  
   A. Yes, employees should sign the completed form, which would signify that the employee has seen the evaluation.

3. **Q. 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, via the online performance review system.

4. **Q. 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. **Q. Is my supervisor evaluated?**  
   A. All professional staff will be evaluated. In addition, the College will be reviewing the extent to which forms are completed and submitted. Supervisors are required to submit the annual review forms of their employees.

6. **Q. What will be done with the areas of development checklist?**  
   A. The HR department will be compiling the results, to be used as a basis for future staff development opportunities.

7. **Q. How early can review forms be completed? How early can the forms be submitted?**  
   A. The forms can be completed now, if the review period has been determined to be complete. The form is accessible via the TC HR website. We are currently finalizing the development of an online method for the forms to be submitted to HR, which will be accessed via the TC portal. We anticipate that the online process to submit the form will be available by the end of May.

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

9. **Q. 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.