

Year end performance reviews 2019-2020 – Frequently Asked Questions

1. Why are we changing the process this year?

Current circumstances present an opportunity to move towards a simplified performance process. The goal is to quickly close out the performance year while maintaining an opportunity for employees and leaders to have a conversation about the accomplishments from the past year.

The interim performance review involves rating three areas: achievement of your role, achievement of your goals and demonstration of competencies. SAFA, APT and management will complete this process in the PeopleNow system and AUPE will complete this process in a document format.

2. I hate doing performance ratings — why can't we just do away with reviews this year?

We hear you — the current framework is not adding value for leaders or employees. It's cumbersome and complex and fails to meet the fundamental goal of helping employees make progress and develop. We will be reexamining the best way forward for SAIT.

In the interim, performance reviews still need to be completed this year. Conversations about performance and accomplishments are an important part of employee engagement and continued progress. In addition, our collective agreements require annual performance reviews.

3. Will AUPE also use this modified year-end review format? What about the rating scale?

Yes – we are working with AUPE to create a similar review in a document format. This document will be uploaded to SAITNOW and shared with leaders and employees via email. More details to come on this.

We are also working with AUPE to move to a five point rating scale.

4. When will the modified year-end review process be available?

The review will be available for SAFA, APT and management on Monday, May 11 in the [PeopleNOW](#) system.

We are working closely with AUPE on the updated document form and we expect this to be available the week of May 11. The form will be shared with leaders by email and updated on SAITNOW.

5. How will this modified year-end review format be communicated to employees?

Employees will be informed through SAITNOW Bulletin communications next week. We are also working in partnership with SAFA and AUPE to share messaging with their members.

You are welcome and encouraged to share this information with your employees.

6. The goals in the system are outdated as a result of the pandemic — do these need to be updated in order to complete the year-end review?

No — you can complete the review without updating goals.

However, we do recommend employees review their goals as a reminder of all they've accomplished this year. Employees are welcome to update their goals and add comments. Updating and approval of goals in the system is not tied to the year-end review and will not slow the review process.

7. My employees don't have goals in the system — can they still complete the review?

Yes —the review can be completed without goals in the system. Anyone with access to the system can complete the year-end review.

8. Some instructors are already off on vacation. When will they be expected to complete the year-end review?

Instructors can complete the year-end review when they return from vacation. If an instructor asks to complete the review/conversation sooner, this is also acceptable. However, please respect employee time off. When employees are on vacation, they should be encouraged not to do work.

9. A new leader has just joined us —who should complete the review for their employees?

The current direct leader is accountable for completing the review. Leaders are able to add a co-planner to the review process, which gives another leader the opportunity to add ratings and comments. Step-by-step instructions on how to do this will be provided.

Key things to note:

- All co-planners should simply add ratings/comments and then click **save and exit**.
- Only the current leader should **submit** the review to the employee once a conversation has taken place.
- It's acceptable to include the previous leader in the year-end conversation. Confirm comfort levels with the employee prior to inviting additional leaders to the year-end conversation.

10. Will we follow this new simple process going forward?

Probably not...we want to make it even better! We are taking steps to review and improve our approach to performance.

If you're interested in learning more about the new thinking around performance management, check out this video from Alan Colquitt discussing the move from Performance Management 1.0 to a new, evidence-based paradigm. Performance Management 2.0 leverages research on goal setting, teams, employee engagement, affect and emotion to help create better outcomes for workers and organizations: [Big ideas in Performance Management 2.0](#).