



POLICY: Performance Evaluation – Non-Instructors		POLICY NUMBER: PS-3-1
		PREVIOUS/REPLACES: Performance Evaluation
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: December 2, 2015	PRIOR VERSIONS: May 18, 2010

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By providing scheduled performance reviews, MITT gains the opportunity to recognize success, offer career planning information and provide staff with goals and objectives for the coming year.

A performance evaluation helps both the employee and the manager have a good working knowledge of the requirements of the job, the standards of acceptable job performance, the priorities for the job, and the overall workload for the position.

All non-teaching employees including management will be subject to annual performance reviews. Performance reviews will be benchmarked against previously determined goals and objectives for the position.

The principal objectives of the performance evaluation are as follows:

- Evaluate and improve performance.
- Facilitate mutual feed-back and communication between the employee and the manager.
- Develop or modify objectives, and the means to implement these objectives.
- Plan professional development and training.
- Identify organizational career paths.
- Ensure position descriptions are accurate.

The manager and the employee are encouraged to keep an open dialogue and discuss job performance on an informal basis throughout the year.

2. Scope:

This policy applies to all non-teaching staff including management below the level of President and CEO.



3. Procedure:

Managers are required to ensure employees have regular performance appraisals that include assessment of performance and identification of individual performance goals.

Performance evaluations must be conducted annually for all employees. The evaluation should be conducted near their anniversary date.

All new employees will be required to have a performance evaluation after six months of commencing employment with MITT and at their one year anniversary and annually thereafter. An employee will remain on probationary status until an evaluation has been completed that indicates the employee's performance is satisfactory (see probationary period policy).

The performance evaluation is comprised of 2 parts:

1. Assessing and measuring the employees performance and accomplishments throughout the course of the year; and
2. Setting annual performance goals and objectives that further enhance the employee's ability to successfully meet the requirements of the position and help strengthen the link between MITT's strategic plan with day-to-day actions.

All employees will be provided with a copy of the employee performance assessment tool prior to the evaluation.

The manager will discuss with the employee their performance based on a list of criteria and competencies that are critical to the success of personal, departmental and MITT goals including corporate wide expectations of staff. Any gaps related to performance will be documented and strategies such as additional training will be developed when necessary to help the employee reach desired performance goals. Career planning will be discussed including development plans to help the employee reach their objectives.

The employee in conjunction with their manager will annually identify individual performance goals relevant to the position. Objectives should be measurable, attainable, and time bound. The employee will be evaluated against these objectives at each performance appraisal. The manager and the employee will compare the actual result obtained by the employee over the established time period to the expected results. Variances will be identified and actions to achieve goals will be discussed. Performance goals may be revised if necessary. The manager will sign all forms.

Following the evaluation the employee has the right to place their comments on the employee performance assessment form or to append comments to the form. Employees will be provided with a copy of the final document.

The performance evaluation including performance goals will be forwarded to the Director, People Services and Organizational Development and maintained in the employee's personnel file. A copy will be kept in the file of the department manager.



4. Administration:

The Director, People Services and Organizational Development is responsible for ensuring that this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

MITT Expectations of Staff Policy
Performance Evaluation - Instructors
Probationary Period Policy