



Hastings Highlands Public Library

Area: Human Resources

Policy Title: Performance Reviews

Policy Number: HR-06

Initial Policy Approval Date: January 22, 2013

Last Review: May 26, 2022

Year of next review: 2026

Employees' work performance and achievements contribute to the operational and overall success of the Library.

While the term performance review suggests a focus on past performance, reviews also focus on on-going performance improvement and professional development. The performance review policy and process ensure objective and fair decision-making regarding promotion, disciplinary action, and termination. It also ensures that expectations and performance standards are met.

1. The Hastings Highlands Public Library has an annual performance planning and review system for all employees.
2. It is designed to:
 - a) allow for open and ongoing communication between the staff member and CEO
 - b) align employee performance objectives to Library goals
 - c) establish a clear understanding and agreement on job responsibilities and the competencies required to fulfill the job
 - d) allow for regular feedback on performance
 - e) determine what the staff member needs to do, as well as the support needed, in order to succeed.
3. General guidelines to be followed:
 - a) The performance review should be conducted in a formal and private setting with the employee, CEO and a Board member. A union representative may attend if requested by the staff member.
 - b) The employee should be given advance notice of the review in writing (including a copy of the appraisal form) in order to prepare a performance self assessment.
 - c) The employee's strengths should always be acknowledged and good performance reinforced.

- d) Weaknesses should be discussed, and an action plan should be created outlining steps to be taken for improvement.
- e) If the employee has a conflict or concern with the review, this should be documented on the review. One copy will be given to the employee and the other copy filed in the staff file.
- f) Both the employee and supervisor comments should be recorded on the review form.