

FAQ – Annual Review Virtual Overview

These questions were submitted during the virtual overview or in our form, following the session. Below are answers to the questions.

1. What can we expect and how can we prepare for quarterly conversations with our leaders?

The Quarterly Conversation will cover 3 things: Core Values, ROCKs and GWC (Get it, Want it, and Capacity to do it). To prepare for the conversation, you can reflect.

- Reflect on how you demonstrate the core values in the workplace, and how you are growing in this area.
- Be prepared to share how you are progressing on your ROCKs and if you need an additional support.
- Also, reflect on how well you get your position, why you still want your position and how you are doing at meeting the capacity the position requires.

2. To clarify, does the supervisor completes the entire form except #4 on the back page?

The process no longer requires a self-evaluation by the employee. The leader will complete sections, 1-5. The employee will complete section 6 with a response and sign the form.

3. Would it be possible to pull out the job descriptions so we can compare where on the job description each of the GWC components would align?

Please ask your managing leader or an HR Team member to share your job description with you. You also know from performing the role whether you get it, want it and have the capacity to the role.

4. How much time total would you recommend we spend on completing the forms each quarter after we have the conversations with leaders?

As an employee, you don't need to complete a form each time you have a quarterly conversation with your leader. I do encourage leaders to write down their own notes so that it's easier for them to compile the annual review in January.

When your leader sits down with you to go over the review, you will have a chance to respond. The time it will take you to write your response will depend. You may not feel that you need to write very much in your response, or you may want to add more examples. The goal of the new process is that feedback is discussed in the Quarterly Conversations, you have had an opportunity to discuss your role, you feel heard and you're receiving regular feedback.

5. Can we have a copy of the slides?

Absolutely, the slides are included on the CMU website.

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- 6. How does this new form impact the Anniversary Award of Discretionary Leave? In the past, employees who hit their 5-year anniversary and have received an “above expectation” and/or “exceptional” rating on their review, 3 of the 5 years, receive an additional 3 days of discretionary leave.**

Currently this procedure is still being discussed and once a decision has been made, you will be updated.

- 7. How much feedback will we have in helping the design of the document?**

I’m assuming that this question is written by a leader. You should keep notes from your quarterly conversations (See the QC Notecatcher form). Then use those notes to write your annual review. You’re always welcome to ask your managing leader, Lorraine Call or Brend Moore to read the review before you deliver it and provide you with feedback before you deliver it.

- 8. Specifically, the big picture of the longevity of those in their positions and how the review will play a part in potential change in job titles / duties.**

If I understand this question correctly, in the future when an individual applies for other roles in the organization, the performance review will be referenced, just as it is today.

If you’re asking if the person in the role will be considered when determining job title and position, the answer is no. We will first look at what positions, including skills, knowledge and function, are needed. Then, we post the position and assess who would be the best fit in that position.

- 9. If there are action plans needed to be completed after the employee has reviewed the evaluation with the leader, are there additional forms / documents that need to be completed? Or is it to the department’s discretion to create their own additional documentation.**

If the leader determines at any point that an employee would benefit from a performance improvement plan, yes there is a separate form that we would like you to use. This form is currently being updated. When ready, you will be notified and there will be a brief training on how to use it and hold a performance improvement conversation.

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10. So faculty has the opportunity/possibility to attend conference or seminar that they will use to improve their teaching ability. Is there any retreat or something similar for admin that would benefit us and help us improve?

Regarding the Annual Review Form, there were 2 leadership trainings held for leaders, resources have been handed off, and ongoing support will be provided. There will be a separate training in August for faculty leaders who lead administrative staff.

If this question is a general question about ongoing development and training for administrative staff and leaders. This is in the works and the goal is to have a structured leadership and professional development strategy in place for the development of our current CMU leaders and those desiring to become leaders.