Hi, I'm Rebekah Giddings, the service's human resource officer.

Today I'm going to talk to you about the importance of the midyear performance review.

It's that time of year when you should be conducting midyear performance reviews for your employees.

Before we discuss the midyear review process, let's quickly review our performance management system.

In the Department's system, the performance year runs from October 1 to September 30 of the following year.

Managers and supervisors are responsible for ensuring that all employees are provided their performance standards by November 30th of each performance year.

Additionally, all new employees should be given standards within 60 days of their start date.

Throughout our performance management system, you, as the manager, set performance expectations and goals for your employees to channel their efforts toward achieving the Service's and your office's organizational objectives.

Our performance plans include specific performance elements and descriptive standards of performance levels that will be used to appraise the employee's performance.

Performance elements and standards should be measurable, understandable, verifiable, equitable and achievable.

Through critical elements, employees are held accountable as individuals for work assignments or responsibilities.

Employee performance plans should be flexible so they can be adjusted for changing program objectives and work requirements.

When used effectively, these plans can be a beneficial working document that is discussed often and not just paperwork that is filed in a drawer to be looked at at the end of the performance year.
In any effective organization, assignments and projects are monitored continually. Monitoring means consistently reviewing, measuring performance and providing ongoing feedback to employees and workgroups on their progress to achieving their goals.

One of the requirements of our performance management system is that managers discuss performance with employees by conducting a midyear progress review.

During the midyear review the employee’s performance is evaluated using the elements and standards. Ongoing monitoring provides the opportunity to check how well the employee is meeting predetermined standards and to make changes to unrealistic or problematic standards.

Additionally, by monitoring continually, unacceptable performance can be identified at any time during the appraisal period and assistance provided to an employee to address performance problems rather than waiting until the end of the rating period.

The mid-year review is a conversation detailing the employee's performance to date.

A numeric rating is not assigned, rather the manager should have a discussion with the employee about their expectations and observations of the employee's performance.

If the employee's performance does not meet successful level or level 3, you should contact your servicing HR office to discuss the situation.

In addition to discussing the employee's performance, the midyear review is a good time to ensure the employee's developmental needs are evaluated and addressed. Providing employees with training and developmental opportunities, encourages good performance, strengthens job related skills and competencies and helps employees keep up with changes in the workplace like the introduction of new technology.

Generally, the most important thing to remember is when the end of the performance year comes around, an employee should never be surprised by their rating.
The midyear review is a good time to check in and touch base with the employee. However, if you have concerns during the year, talk to the employee as soon as possible.

Don't wait.

Addressing issues early is always a good course of action.

If you have any questions or concerns about the performance management system or the midyear review process, please contact your servicing HR office.