FREQUENTLY ASKED QUESTIONS

1. **How is the Performance and Development Cycle (PDC) different from the Performance Planning and Review (PPR) process that we have been using?**

The steps and principles are very similar, but the PDC shifts the emphasis to conversations. It is built on meaningful, reciprocal, 2-way conversations and regular, cyclical, relationship-driven interaction between supervisors and staff. The PDC will have shorter, easier to use forms intended to guide developmental, constructive and learning-focused conversations.

2. **Does the PDC take the place of other programs such as Performance Improvement?**

No. Processes such as attendance management, accommodation for illness or disability, probation and investigations of misconduct or disciplinary issues exist separately. If these processes need to be engaged, the PDC may be put on hold while other tools and resources are accessed through your Human Resources Consultant.

3. **Does the PDC apply to all Employee Groups?**

At this point, the PDC applies to CUPE 951, PEA, Exempt Support and Management Excluded employee groups.

4. **Does the PDC apply to term employees?**

The PDC applies following the conclusion of the probationary period. The PDC tools, forms and resources can be adapted to make the cycle applicable for a term employee who has completed a probationary period.

5. **What is the PDC schedule? When does it start and how long is it?**

The cycle is normally for one year, however, there may be circumstances where a shorter or longer cycle makes sense. The start and end of the cycle will be determined at the department or unit level, taking into consideration alignment with any performance increase cycles, planning processes or budget term as applicable. If you are unsure, check with your department Manager.

6. **I already have my own process for setting goals and giving and receiving feedback. Do I have to change to the PDC forms?**

If you already have a process that works for you that is great! As long as you cover the 3 steps you can either use your own forms/tools or adjust the PDC forms to suit your needs. Feel free to edit the PDC forms to customize them for your department. The important thing is that you set goals, check in regularly and do a summary at the end of the cycle.

7. **As a supervisor, how should I introduce the PDC with my team, who may be concerned about workload?**

Be understanding and open to their questions and concerns. A great way to introduce the PDC to your team is by using the 30-minute overview presentation at a team meeting. The PowerPoint presentation has detailed notes and answers many questions. Give your team plenty of notice of your intention to start using the new tools and send them the link to the webpage so they can explore the forms and resources before you begin. It's a good idea to start with simple goals for the first round so that everyone can get comfortable with the process. Your Human Resources Consultant is available to assist you with the implementation of PDC.

8. I'm interested in the PDC. As an employee, how do I get it started?

Not everyone has a system in place for having regular performance conversations. If you have not previously been having regular performance conversations, the launch of the new PDC is an excellent opportunity for you to start a conversation with your supervisor. You may decide to initiate the process by drafting the Step 1 form and requesting a meeting. There are useful guides and resources embedded into each of the 3 steps to help you and your supervisor along the way.

9. Where should the PDC forms be stored once completed?

The new PDC forms should be filed in the same way as the old Performance Planning and Review forms. Some groups send completed forms to the Human Resources office to be put in the central employee file, and others store them within the department. Check with your administrative office or Human Resources Consultant if you are unsure.

10. I'm a supervisor of a large team. How can I possibly meet regularly with all my staff?

A large team is a challenge when it comes to regular meetings and check-ins. You are encouraged to be creative and find solutions that work for you and your team. Some supervisors of large teams start the goal setting process as a group, so the team can align work goals, then follow up individually for more personal development goals. Check-ins can be a short 15-minute coaching or walking meeting. If you set meaningful goals and check in regularly, the step 3 process should be quick and easy to complete with no surprises for anyone. Your Human Resources Consultant is available to discuss the unique needs of your team.

11. I'm already busy. How will I find the time to fit this in?

At first, it looks like the Performance and Development Cycle will be a lot of work, and realistically, the first cycle may take some time to complete. Once you are in a routine, however, the process provides structure and captures conversations you are probably already having. This will actually save you time by setting realistic goals that provide clarity and address issues early.

12. Is there training to support the PDC program?

YES. Human Resources offers short PDC overview sessions, 2 hour PDC sessions to review the forms and ½ day PDC training sessions that build skills. These will be offered regularly through the Employee Learning Calendar and can be delivered to your team as an intact group. If you would like a dedicated team session contact your Human Resources Consultant. Additional skill building courses are available in the Employee Learning Calendar including giving and receiving feedback, setting goals, having difficult conversations and many other related topics.