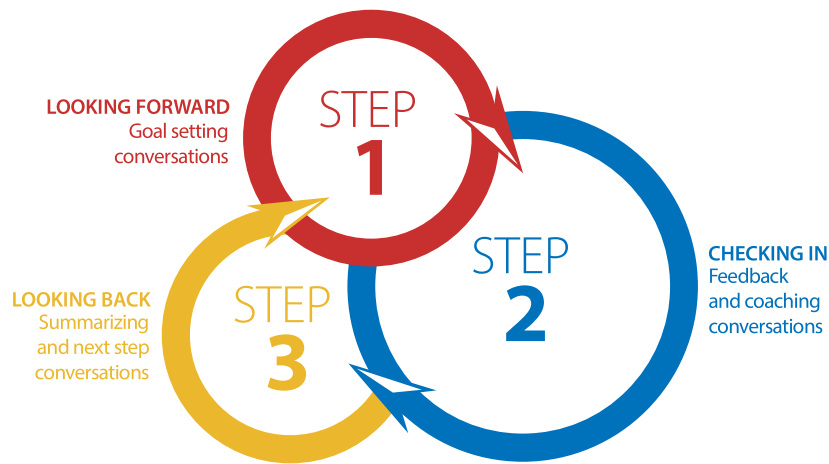


Performance and Development Overview

How to start, what to do at each step, and when to link to other processes

The PDC is built on meaningful, reciprocal, 2-way conversations and regular, cyclical, relationship-driven interaction between supervisors and staff. This flow chart shows how the annual cycle is intended to be divided up, what should be done at each step, and when other processes may need to come into play. For a full description of the Performance and Development Cycle and for additional information, resources and tools, please visit the Human Resources website at uvic.ca/hr.



Regular | Respectful | Rewarding

STEP 1

These initial conversations will set the tone and lay the foundation for future conversations.

- 1 or 2 meetings
- 1 form



If other performance processes need to be introduced, the PDC is temporarily suspended. These other processes may include:

- Performance Improvement
- Disability/Illness
- Investigation of misconduct

Once the process has reached a successful conclusion, the PDC can be re-introduced at whatever step seems appropriate to the employee and supervisor.

STEP 2

Conversations in step 2 of the PDC will take place throughout the year in the form of regular check-ins.

- 2 – 6 check-ins
 - 1 form
- (updated at each check-in)



STEP 3

These conversations will summarize successes, identify strengths and key contributions, and identify issues, barriers and obstacles to be addressed in the next cycle.

- 1 or 2 meetings
- 1 form



LEGEND

Schedule meetings

At the beginning of each step, schedule all the check-in conversations for that step in your calendars and then stick to the schedule!



Supervisor and employee discussions

Each step can involve multiple check-in conversations. The focus of these discussions is: feedback, coaching and recognition.



Forms

Completed jointly by employee and supervisor at each stage in the cycle. Collaboration can be in meetings or electronic but the end result is shared ownership. Supervisor and employee should both keep copies of the completed forms.

