

Performance Management

Policy

The Chinook Arch Regional Library Board supports research that suggests formal performance appraisals may actually hinder workplace performance and staff morale, and in turn recognizes the need for regular and open communication between supervisors and the members of their teams.

Supervisors shall ensure that regular, informal conversations occur with those under their direct supervision. These conversations will provide an opportunity for employees to discuss current goals and to assess the need for additional direction, training, etc. If necessary, issues relating to on-the-job performance will be addressed in ongoing conversations between team members and supervisors. Issues with performance will be documented in the team member's personnel file.

At least annually, the team member and supervisor shall meet to review that team member's job description and establish goals for the upcoming year. In order to maintain regular communication with employees working remotely, supervisors should set up more frequent meetings at their discretion, but at least quarterly, to discuss work-related issues.

Last Reviewed:	7 December 2023
Last Revised:	3 December 2020