

FAQs on Performance Reviews

Do I have to have a Performance Review?

Yes. Article 3 in the collective agreement outlines the Management Rights of UWO. Among these rights is the ability to review an employee's performance. If your supervisor/manager decides to do a performance review, you do not have the right to refuse to cooperate. Keep in mind that this could act in your favour; having positive information regarding your job performance in your file is something you can refer to in future. Of course, UWO can also refer to any negative information which may be included.

Who can my supervisor approach for input into my Performance Review?

Your supervisor may not have a day-to-day sense of the key people that you interact with in your role, so s/he may want to approach others for input. This is generally permissible, provided it is transparent (i.e., you are aware of the individuals who are being approached and what they are being asked) and that the questions posed are not leading (e.g., 'Do you find this person is often late?') This requirement flows from the legitimate purpose of a performance review, which is to provide positive feedback on performance. Ideally, you should participate in the decision on who to approach for input and what questions will be posed to them.

Who can do my Performance Review

Only non-UWOSA supervisors. UWOSA supervisors are prohibited by Article 11.04 of the Agreement from participating in the formal review process. A UWOSA supervisor may provide input to a supervisor outside the bargaining unit about your performance, but cannot conduct the review, and should not be present at the time of your formal review.

What is involved in a Performance Review?

There is a lengthy document on the UWO HR website for supervisors on how to go about doing performance reviews. You may want to review it in order to get a good grasp of what the procedure entails. The document is called, *Managing Performance in a Unionized Environment* and can be found at:

http://www.uwo.ca/humanresources/docandform/docs/leademanager/improvingperformance/performancefeedback/performance_management_guide.pdf

Can I have my Union representative present at the time of my Performance Review?

Only if there is discipline involved, i.e., if there are some consequences identified as a result of your actions. However, there should never be discipline involved at a performance review. If you are informed that there are identified areas you are required to work on, this is not necessarily discipline. If you have any concerns, call the UWOSA office at ext. 83028.

What if my Performance Review outlines areas in which I need to develop my skills?

Ensure that you clearly understand the areas identified for development. Although you have the responsibility to work on improving in these areas, you may wish to ask your supervisor to assist you in these efforts. UWOSA expects that there is a joint responsibility between both the employee and the supervisor to work on skills that need to be developed, and that the supervisor is willing to provide the time and financial support required to improve.

Can a bad Performance Review come back to haunt me?

Yes. Once it is in your personnel file, a performance review can be used as evidence in imposing discipline or during an arbitration hearing 'by reference'. While a performance review is not itself discipline, performance reviews can be used to demonstrate long-term performance issues which may impact arbitration decisions in related matters. For this reason, you may want to add a reply to your review to your personnel file if you feel that it is inaccurate or there are mitigating factors.

I don't agree with my Performance Review. Do I have to sign it?

Yes, but write a note outlining that you do not agree with the review, and then sign it. Your signature signifies only that you have received it – not that you agree with all of its contents.

Is a Performance Review a form of discipline?

No! A performance review is the employer's mechanism to monitor your performance and provide positive feedback. Discipline should never be discussed or imposed at a performance review.