

Hi , I 'm Rebekah Gi ddi ngs the servi ce' s human resource offi cer.

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

It' s that time of year when you shoul d be conducting mi dyear performance reviews for your employees.

Before we discuss the mi dyear review process, I et' s quickl y review our performance management system.

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

Managers and supervi sors are responsi bl e for ensuri ng that al l empl oyees are provi ded thei r performance standards by November 30th of each performance year.

Addi ti onal l y al l new empl oyees shoul d be gi ven standards wi thi n 60 days of thei r start date.

Throug hout our performance management system, you, as the manager, set performance expectations and goals for your employees to channel thei r efforts toward achi evi ng the Servi ce' s and your offi ce' s organi zati onal obje ctives.

Our performance plans i ncl ude speci fi c performance el ements and descripti ve standards of performance l evel s that wi ll be used to apprai se the empl oye e' s performance.

Performance el ements and standards shoul d be measurabl e, understandabl e, veri fi abl e, equi tabl e and achi evabl e.

Throug h cri ti cal el ements, empl oyees are hel d accountabl e as i ndi vi dual s for work assi gnments or responsi bi l i ti es.

Empl oye e Performance plans shoul d be fl exi bl e so they can be adjusted for changi ng program obje ctives and work requi rements.

When used effecti vel y, these plans can be a benefi ci al worki ng document that i s discuss ed often and not j ust paperwork that i s fi l ed i n a draw to be l ooked 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.