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## Performance Appraisals Questions & Answers (Q & A)

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**Q: When will I have my performance appraisal?**

A: On or before your anniversary date.

**Q: Who conducts my performance appraisal?**

A: Your supervisor.

**Q: As an employee, do I have input into my performance appraisal?**

A: Yes, through your Self-Appraisal.

**Q: Where can I find the forms?**

A: The forms are located on NBCC@work. Click on Human Resources > Performance Management

**Q: What is the process for performance appraisals?**

A: The manager will contact the employee to remind them of their upcoming anniversary date and invite them to a meeting to conduct their performance review. The employee will complete a self-assessment using the appropriate performance appraisal form. The manager will also complete the performance appraisal form and any other documents applicable to the employee's review. A meeting is held between the employee and the manager.

**Q: How should I prepare for my review?**

A: The first step in preparing for your review is to complete your self-appraisal. You would also want to note your accomplishments and any training you have received over the past year, and identify your goals and learning for the upcoming year.

**Q: Do I have to have a review even if I am at the top of my salary scale and there is no merit increase involved?**

A: Yes. The performance appraisal process has purposes other than determining increases in pay. It provides an opportunity for the supervisor and employee to meet to discuss and document feedback on an employee's performance, to review activities over the past year, to confirm goals, to define the employee's learning and professional development plan for the upcoming year, and to provide recognition of the employee's work.

**Q: Who should I contact if my supervisor does not schedule my review?**

A: You should send an email to [humanresources@nbcc.ca](mailto:humanresources@nbcc.ca). Someone will contact your supervisor to get the process going.

**Q: What if I do not agree with my appraisal?**

A: You may indicate that on the form. At the end of the appraisal form, there is an area where you check either "I agree" or "do not agree" with the report.

**Q: Who can help me if I have questions?**

A: If you have questions about completing the forms or the process please send an email to [humanresources@nbcc.ca](mailto:humanresources@nbcc.ca) and someone will respond to you.