

ORIENTATION & PERFORMANCE APPRAISAL
SUPERVISOR CHECKLIST

For new employees

- Review job description to ensure a clear understanding of expectations.
- Review the probation period and explain the process for appraisal.
- Review the department's role at UBC Okanagan and the organizational structure.
- Discuss the department's work norms – i.e. working hours, sick time, vacation etc.
- Explain expectations regarding dress, breaks, punctuality.
- Discuss/explain work priorities.
- Discuss and agree upon on the job training provided.
- Explain UBC Okanagan operations and levels of authority.
- Explain departmental and relevant UBC policies and procedures.
- Provide performance appraisal just prior to completion of the probationary period.

For existing employees

- Set a date for a performance review with employee two weeks forward.
- Provide employee with Employee Preparation / Input for Performance Appraisal form requesting completion and return within 72 hours.
- Using the Employee Preparation / Input for Performance Appraisal form as a resource, complete the Staff Performance Appraisal of the employee in question.
- Provide a copy of the review to employee 48 hours before scheduled review appointment.
- At interview, review Employee Preparation / Input for Performance Appraisal form, job description and Employee Performance Appraisal with employee in a quiet, private setting giving the employee your full attention.
- Request employees comments on Employee Performance Appraisal form in area provided (optional) and request signed form be returned to you within 72 hours of interview.
- Make any necessary changes to Job Description in consultation with Human Resources Dept.
- File original signed Employee Performance Appraisal to the departmental employee file and provide a copy to the employee.