

**POLICY**

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**INTRODUCTION**

The District School Board of Niagara is committed to improved student achievement and well being through excellence in teaching, service delivery, ongoing learning opportunities for all staff and the delivery of a range of support services to schools, departments and Board administrative centres. The Board strives to provide an environment where employees are encouraged to perform the duties of their positions at the highest level achievable. Regular and cyclical performance appraisals for all employees support this commitment.

Performance development and appraisal has a positive effect on student achievement and staff effectiveness, assists in the identification of professional learning and training needs, and supports a positive workplace climate. Employee performance appraisal is a key factor in supporting the Board's Mission, Vision and Values.

Formal performance appraisal is one part of an ongoing reflective process between employee and supervisor to assess skill development, support continuous high quality performance, complement ongoing individual performance, engage in learning and training dialogues, and act as a catalyst for professional growth.

**DEFINITION***Performance Appraisal*

The performance appraisal is a cyclical process that provides an opportunity for feedback and discussion regarding professional growth, clarifies job expectations, identifies areas where performance management would be beneficial and confirms individual levels of performance in comparison to established standards. Appraisals are documented in accordance with Board guidelines, technical manuals and legislation. Ongoing observation of the employee's interactions with students, the community, parents, supervisors and coworkers, along with the objectives achieved during the review period provide the framework from which the performance appraisal is compiled.