

# PROCEDURAL GUIDE - NSGEU

PERFORMANCE SUPPORT/PROFESSIONAL DEVELOPMENT GUIDE  
FACULTY OF HEALTH

*Performance enhancement supports  
the President's Strategic Priority  
**5.0 Infrastructure and Support –  
Building Institutional Capacities***

*and the Faculty of Health's Strategic Priority  
**5.0 Mobilizing Supports for Innovation***

## PURPOSE

The purpose of the Performance Support/Professional Development Tool is to encourage consistent and regular dialogue associated with the performance of all Dalhousie employees who are members of NSGEU within the Faculty of Health following the initial probationary period and beyond through annual reviews. Performance reviews lie at the heart of good business practice. Its goal is to provide an accurate picture of past and/or future employee performance by establishing performance standards on job related criteria. The employee's job description is to be used as the framework and through the identification of specific characteristics and responsibilities of the position, certain performance standards are expected.

It is important that, as employees of a University, we all recognize ourselves as linking puzzle pieces supporting one of the University's goals, which is to provide rich and rewarding student educational experiences. This is critical to the success of our Faculty and University. The purpose of this Performance Support/Professional Development Tool is to align performance and professional development with our organizational objectives.

## THE ANNUAL REVIEW IS AN OPPORTUNITY TO:

- Identify specific strengths and/or areas that could benefit from improvement and to evaluate the ability to demonstrate certain required competencies
- Provide an opportunity for open communication between the supervisor and the employee related to performance and professional development
- Allow employees to have a high level of participation in the review
- Allow employees to participate in a professional development plan
- Provide an opportunity for an employee to be recognized for achievements - feedback, both positive and constructive is essential to growth – communication is critical to success
- Provide a platform for awareness

## WHO ARE OUR DALHOUSIE EMPLOYEES WHO ARE MEMBERS OF NSGEU?

Dalhousie employees who are members of NSGEU within the Faculty of Health generally have a wide range of responsibilities and provide the foundation for support of our programs. In recognition of diverse responsibilities, this tool and the workplace examples contained therein are meant to be general and not all workplace examples are expected to be applicable for every position. Within the Faculty of Health there are various NSGEU classifications with varying responsibilities within the NSGEU employee group. For more information with respect to Dalhousie University employee groups, please visit: <https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Home.aspx>

## ANNUAL REVIEW FOR EMPLOYEES WHO ARE MEMBERS OF NSGEU

The Faculty of Health strongly encourages regular and ongoing dialogue around performance as well as an annual review following every year of service for all Dalhousie employees who are members of NSGEU and provides the attached Performance Support/Professional Development Tool to support employee and organizational achievement, development and success. Performance planning, professional development opportunities and reflection strengthens employee engagement and success that can lead to a healthy and productive employee/employer experience. Regular review and feedback (annually, as a minimum) along with professional development can lead to increased career advancement opportunities. The University also supports the Achieve Program that can be found at: <https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Home.aspx>

The priority is performance and expectations *conversations* rather than what performance support *tool* you use.

It is the supervisor's responsibility to ensure that s/he has enough evidence to make a fair assessment when reviewing core competencies and therefore the supervisor should look for consistency (i.e., multiple instances and examples), in their review. This tool is an enhancement tool. A copy of this review will be kept in the primary personnel file in the Dean's Office and as such, as with all personnel materials, will be maintained respecting confidentiality and privacy.

The Performance Support/Professional Development Tool is considered behaviourally anchored and is designed to assess core competencies while engaging in meaningful performance conversations. Human Resources (Talent Management Unit) developed core competencies for positions and for employees of the University who are members of NSGEU these include:

- Self-awareness and professionalism
- Integrity
- Respect and Inclusion
- Adaptability
- Knowledge and Thinking Skills
- Communication
- Service

## STEPS FOR COMPLETION OF PERFORMANCE SUPPORT/PROFESSIONAL DEVELOPMENT PLAN

1. A meeting should occur annually (preferably before the end of July) between the employee and supervisor to discuss performance and a Professional Development Plan.
2. In preparation of meeting, review the Performance Support/Professional Development Tool, review the previous year assessment (as applicable) and also the current job description.
3. In preparation for the meeting, the employee should insert their self rating in the scale as well as any comments and bring to the meeting. The supervisor can then insert supervisor ratings and comments. The PD Plan can be discussed and agreed upon.  
Note that not all workplace examples will apply to all employees the examples are to be used only as a guide.
4. Sign form.
5. Send a copy to the Director of Human Resources, Faculty of Health for primary personnel file.