SCHULICH PDG PROCESS 2014-2015

Employee Reflection – Step 1:
- Employee completes 4 questions
- Send electronically to Leader **no later than July 8, 2015**

Leader/Direct Supervisor – Step 2:
- Complete draft assessments (if there is a dual reporting relationship then both Leaders would be responsible for discussing the assessment)
- Leader/Direct Supervisor will send overall Draft Performance Rating of all his/her completed PDGs to the Manager, Administration & Finance of his/her Department **no later than August 4, 2015**
- <u>Note</u>**: If a Leader/Direct Supervisor assigns an overall performance rating of either High Quality or Exceptional than they <u>must</u> identify the key talents and skills when submitting the Draft Rating.**

Director/Chair – Step 3:
- Director/Chair reviews overall performance ratings of the Department and discusses with Leader/Direct Supervisor as appropriate
- All High Quality or Exceptional ratings must have appropriate detail
- Director/Chair/AO to submit Unit/Department Ratings Summary to the Dean's Office (Kristen Harris) **no later than August 13, 2015**

Office of the Dean – Step 4:
- Dean reviews/discusses Unit/Department Ratings Summary of all Departments with the appropriate Director/Chair as needed
- Dean gives 'OK' to start PDG meetings **no later than August 14, 2015**

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PDG Meetings – Step 5:
- Leader/Direct Supervisor sends completed Reflection and Leader's Assessment to Employee, electronically
- Leader and Employee meet to discuss past work, goals and future development
- Leader finalizes overall rating
- Copy page 1, sign and retain
- Leader/Direct Supervisor sends the original of all PDGs to the Manager, Administration & Finance/Director/Chair **no later than October 1, 2015 and keeps a copy at the Department level**

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Office of Dean (Human Resources) – Step 6:
- Manager, Administration & Finance/Director/Chair compiles Final Division Ratings Summary and sends to Schulich Human Resources (Kristen Harris) **no later than October 9, 2015**