

Performance Development Program FAQs

What is a Performance Development Program (PDP)?

A performance development program is the process of engaging people in individual goal setting, reviewing and assessing performance, providing recognition and rewards for achievements, and supporting people's ongoing development.

The foundation of SFU's new program is an emphasis on supporting people to do the best possible job by providing them with tools, learning, and opportunities to be successful in their jobs and grow in their careers.

Why is a new University wide PDP being introduced?

Research shows that key strategic drivers of employee engagement and retention in an organization are:

- How well people understand how they fit in
- What's expected of them
- They feel valued and have the opportunity to contribute to the goals
- They are supported with the tools, learning, and opportunities to be successful

In the past SFU has not had a consistent process in place that supports managers and employees with performance development.

PDP is being introduced as a critical tool to support managers and employees with achieving their goals and to ensure that everyone feels valued and is able to contribute to achieving SFU's goals.

Who will participate?

Continuing non-academic staff and temporary non-academic staff with positions that are six (6) months or longer. Non-academic staff includes: Administrative & Professional (APSA & Excluded), CUPE, and Poly Party.

Faculty and Senior Managers (e.g., VPs) with supervisory responsibility for non-academic staff as identified above.

What does the PDP look like?

There are six steps as follows:

1. Preparing – gathering documents and information to develop your plan
2. Goal Setting – identifying appropriate goals, prioritizing and setting goals
3. Performing – identifying strategies for working towards your goals
4. Assessing – giving and receiving feedback
5. Reviewing – mid-year and year-end reviews
6. Renewing – planning for the next annual cycle

How does the PDP work?

1. Employees and managers set key goals for the annual cycle – May 1 to April 30
2. On a regular basis, employees check in with their managers for coaching support and to review progress.
3. At the mid-year and year-end point, employees and managers assess overall progress towards goals and adjust where needed.
4. Celebrate successes!
5. Repeat.

When will the PDP become effective?

The Program has been up and running since 2013 through a series of pilots. More than 500 staff are currently participating and have provided feedback on the design and delivery of the PDP. Implementation of the PDP began in the fall 2015 and university wide implementation is expected to be completed by May 2016.

Will I receive training on the new University PDP?

Online training (Canvas) is available for employees and managers on preparing and goal setting (Steps 1 & 2).

Online training on performing (Step 3) is also available for employees.

Managers will be offered training sessions on goal setting (Step 2) and coaching/feedback (Step 4) in preparation for meetings/discussions with their employees.

What are the benefits of a PDP?

There are many benefits to employees, managers, and the University such as:

Everyone is able to grow and develop

Employees and managers share accountability for performance and development

Direct line of sight to the University's goals: everyone knows how they contribute and add value

Everyone feels valued, recognized, and supported