



SIMON FRASER UNIVERSITY
Policies and Procedures

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Number
AD 9.16

Revision Date

Revision No.

Performance Appraisal

(Applies to administrative and professional staff only.)

2. General Policy Statement

The Simon Fraser University Performance Appraisal Program has been established to enable employees to receive feedback on their job 074 p.T.4 07(r)-2.39ram0 T*)-2.1(sad p-0.2(stsad p-0.2(stsad h,) -2.(b)4

3. Definitions

Appraisal Date - the month and day of the month that the employee was first appointed to her/his current position or the month and day of the month that the employee's position was last reclassified, whichever occurred most recently.

4. Responsibility

Supervisors are responsible for ensuring that Performance Appraisals are conducted as close as possible to the employee's appraisal date.

5. Procedure

5.01 The Personnel Department will provide departments with lists of employees to be appraised at least two (2) months in advance of the appraisal date. If requested, Personnel will also furnish copies of current job descriptions.

5.02 The supervisor and the employee being appraised will both draft responses to each section of the Employee Appraisal form. They will then meet