



College Practices

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: Support Staff Performance Appraisal

C. Procedures on Support Staff Performance Appraisal

1. notice that a performance appraisal meeting will be taking place and provide a copy of the form to be used.
2. Provide the employee with a copy of the current Position Description Form (PDF) for his/her review and discussion regarding any proposed changes.
3. R projects, or objectives that were assigned during the past performance appraisal period and prepare a draft copy of the Performance Appraisal Form for discussion.
4. Following the performance appraisal meeting, allow the employee an opportunity to add his/her comments and ensure the appraisal is signed by the employee as having been read within seven (7) days of receipt of the meeting.
5. Provide the employee with a copy of the appraisal.
6. Forward the completed appraisal with the appropriate signatures to Human Resources to
7. Each employee shall be entitled to reasonable access to his/her personnel file in order to examine his/her performance appraisals.

D. Appendices