



Canadian Grain Commission
**2005-2006 Performance Appraisal Review
Management Action Plan**

	Recommendation	Designated Authority	Individual	Action Plan Details	Timetable
1	Employee performance appraisals to be completed at least annually for each employee, which includes indeterminate, term / seasonal, casual and students.	Executive	Chief Operating Officer	<p>Chief Operating Officer to hold bi-lateral meetings to advise direct reports of this requirement.</p> <p>Incomplete employee performance appraisals by the manager will result in unsatisfactory performance rating.</p> <p>Performance Appraisals must be based upon agreed upon goals and objectives established at the beginning of the review period and linked to CGC's Strategic Outcomes.</p>	By January 31, 2006
2	Each employee who is responsible for managing staff to have, as part of their goals and objectives, the requirement to ensure that	Executive Management Committee (EMC)	Chief Operating Officer and divisional directors	Human Resources (HR) will provide wording of accountability statements around appraisals for goals on appraisals to be used.	By February 15, 2006

	employee performance appraisals are completed annually.			Incomplete employee performance appraisals by the manager will result in unsatisfactory performance rating covering this particular goal.	For appraisal periods beginning January 1, 2006 and afterward
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3	Develop a mechanism to ensure that all completed employee performance appraisals are entered in PeopleSoft.	Human Resources	HR Director	<p>Meet with managers who have staff responsibility for this function.</p> <p>Communicate agreed upon standards for entering the performance appraisal data into Peoplesoft within 3 weeks of receipt.</p> <p>Generate quarterly reports for HR Manager to review.</p>	By March 31, 2006
4	Develop a system of reporting the completion of employee appraisals to ensure that the CGC has the ability to track completed appraisals and report results to the Executive Management Committee (EMC)	Human Resources	HR Director	<p>Communicate and implement procedures (<i>see recommendation #5</i>) to ensure that all completed performance appraisals are forwarded to the designated individual for updating PeopleSoft within 8 weeks of the completion date</p> <p>Revise the roles, responsibilities and procedures document for EMC approval</p> <p>Communicate established standards for</p> <ol style="list-style-type: none"> 1) Forwarding completed performance appraisals for filing purposes 2) Filing the performance appraisal in the employee 	<p>By February 28, 2006</p> <p>By March 31, 2006</p>

				<p>personnel file</p> <p>Communicate and distribute the above document to managers and administrative staff.</p> <p>Report to be extracted annually from PeopleSoft</p> <p>Report to be presented to Executive Management Committee annually</p>	<p>August 1 each year</p> <p>September 7 each year</p>
5	Develop roles, responsibilities and procedures document to ensure all employees who manage other employees clearly understand the employee performance appraisal process.	Human Resources	HR Director	<p>Revise the roles, responsibilities and procedures performance appraisal process document for EMC approval.</p> <p>Communicate and distribute the above document to managers and administrative staff.</p>	<p>By February 28, 2006</p> <p>By March 31, 2006</p>

