

## Performance Conversations FAQs

Is the new performance conversations form and process used for the 3 month probationary review for new employees?

- Keep the current process that your site/program is using for the probationary review for new employees. This remains an evaluative process whereby a determination is made about continuing employment and, at this stage, the employee also benefits from a thorough review of performance and ongoing expectations.

Can other people be included in the annual performance conversation, such as the team lead or manager with a dotted-line reporting responsibly?

- It is possible to have a performance conversation that includes an additional person if it is relevant for the conversation. However, consider if the employee would be intimidated or uncomfortable with having an additional person in the conversation. Remember that the performance conversation is a time for an employee and their leader to talk about the work, discuss accomplishments, identify required supports, get to know each other better, and ultimately establish rapport. If another person directs and supports the employee's work, consider having them hold their own conversation with the employee.

How long does a performance conversation take?

- The length of the conversation will vary but may leaders and employees find the performance conversations typically take between 30-60 minutes. We encourage you to focus less on the time it takes and more on making that time meaningful for both people.

Who holds the performance conversation when an employee has more than one job in the site or when they have part-time jobs in two or more sites or programs?

- Since the performance conversation is a time for an employee and their leader to talk about the work, discuss accomplishments, get to know each other better and talk about support there is a benefit in both leaders holding their own performance conversation with the employee. The accomplishments, challenges and need for support may be quite different between the two jobs.



Do casual employees participate in performance conversations?

- Casual employees also need the time to talk with their leader about the work, discuss accomplishments, get to know each other better and talk about support. Leaders should consider holding performance conversations with the casual employees the same as they do with part-time or full-time employees.

The Performance Conversations form includes the discussion questions but no place to record the responses to those questions. How is the information that the employee and leader discuss during the performance conversation recorded so they can refer back to it in the future?

- The form is purposely designed this way to allow both individuals to focus on the conversation without being preoccupied by writing down all the points discussed. That being said, the employee and leader may choose to write their own notes to capture the key points such as the support required and the goals set in a way that is most helpful to them. Also there is a Learning Plan template the employee and leader may use to record the employee's professional development goals and plan. The Learning Plan is available our HPS here:  
<https://www.southernhealth.ca/assets/documents-library/LearningPlan-ORG.1510.PL.013.FORM.02.pdf>