



Policy Code – Version: H9 – V2	
Policy Name: Performance Evaluation	
Approved by motion of Board on	27/06/2011; Revised 26/10/2015
Cross Reference	
Related Forms Performance Appraisal	

Policy Statement

1. Performance evaluation plays a major role in the development and progress of every employee at the Ottawa Student Transportation Authority (OSTA). It is a major contributing factor to the growth and continued success of OSTA. Properly done, performance evaluation is instrumental in building the teamwork essential to fulfilling the goals of the organization. However, the success of performance evaluation cannot be taken for granted. Success is dependent on the people who take part in the process – the employee and the supervisor. To ensure that performance evaluation works well, OSTA is committed to a process where both the employee and supervisor take an active role. Open, two-way communication is the essential ingredient for success.
2. Performance evaluations are an important tool if they are timely and accurate.
3. Some benefits of evaluating employee performance include:
 - establishes a summative record of past performance and assesses an employee’s competencies;
 - creates and promotes a foundation for effective and open communication;
 - establishes new performance objectives and promotes personal and professional growth;
 - supports mobility within the organization and provides a basis for promotion or recognition; and
 - contributes to the growth and continued success of the organization.

4. Performance evaluation reports shall become source documents in support of decisions that include staffing, compensation, dismissal, promotion, training and development, revisions to job descriptions, and human resources planning.
5. The principles of honesty, mutual respect, interest, candor, and full disclosure are integral to a successful performance evaluation process at OSTA. The process shall be both collaborative and objective.
6. The performance review process is normally initiated by the supervisor and is conducted at the end of the probationary period and then every two years. Employees must have been with OSTA at least one full year, on or by June 30th, to participate in the bi-annual performance review process.