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**Subject** : Performance Appraisals - Frontline employees

**Ownership** : Talent Development

**Updated** : April 22, 2013

**Policy Number** : 505-1C

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## **PURPOSE**

To evaluate the level of performance employees are achieving in the workplace, and to encourage two-ways communication between employee and manager about performance expectations and results.

## **SCOPE**

All frontline employees of Sodexo Canada.

## **RESPONSIBILITY**

It is the responsibility of managers to conduct employee appraisals on an annual basis, and to inform employees about their individual performance.

## **PROCEDURAL GUIDELINES**

Performance appraisals are to be conducted annually. This evaluation must be made objectively and using the company forms and tools as predetermined by the job categories.

Once the evaluation has been shared with the employee, he or she will be requested to sign it. If the employee refuses to sign the appraisal, the manager should make a notation that the performance appraisal was shared with the employee. A witnessing signature (another member of management) should be obtained whenever possible and a copy of the performance appraisal should be retained in the employee's personnel file.

Yearly Performance Appraisals should be associated with the annual salary increases.

## **Method**

The performance appraisal should be recorded electronically or on paper, using the company frontline employee's appraisal form available on SodexoNet (click on "**HR Centre – Development and Performance – Performance Management – Frontline employees**") to access the forms).

## **Employment Equity**

Ensure the consistent use of performance appraisals. Use the same performance appraisal form, frequency, and review format for all employees.

Plan to provide interpretation for employees with limited English/French comprehension.

Apply consistent follow-up on appraisal results and recommendations for all employees, especially where training or counseling was recommended.

Track performance appraisal statistics (date of last appraisal, when next one is due, etc.) for each employee.