

## **Performance Review Procedure**

### 1. Performance review definition

1.1. Performance review is a prepared structured conversation between the employee and his or her direct organiser of work, carried out on a regular basis, during which:

1.1.1. the results of the work are summarised and a mutual conclusion of the employee's professional competence is signed, based on the employee's professional self-assessment on the basis of the answers to the performance review questionnaire;

1.1.2. further activities are planned and goals for the forthcoming period are agreed upon;

1.1.3. the employee's career and professional development opportunities are analysed.

### 2. Performance review objectives

2.1. The objective of the performance review is to exchange information for efficient organisation of work, and to support the employee's professional development, including:

2.1.1. help the employee to understand the objectives of the University and of the structural unit, and the contribution expected from him or her towards achieving these objectives;

2.1.2. explain the working practices and environment in the University in general and in the context of the specific area, unit and employee;

2.1.3. specify the employee's professional objectives and priorities;

2.1.4. map the workload of the employee and its possible specific features;

2.1.5. identify the employee's professional development needs and prospects;

2.1.6. map the employee's need for continuing education;

2.1.7. develop and improve the system of recognition and motivation of employees;

2.1.8. update the agreements for the next period and update the employee's career regulation.

### 3. Performance review procedure

3.1. Performance reviews are conducted at least once a year.

3.2. The date of the performance review shall be agreed upon by the direct organiser of work with the employee at least 14 calendar days before the conversation. The employee initiates completing the performance review questionnaire in the document management system (DHS) after agreeing on the time for the performance review, and directs the completed questionnaire to the direct organiser of work for information. After the performance review the employee and the direct head confirm the professional review questionnaire.

3.3. The professional review questionnaire is visible to the employee, the direct organiser of work and the employee of the Personnel Department who organises continuing education of employees.

3.4. The performance review questionnaire is a support material for the conversation between the employee and the direct organiser of work. The questionnaire consists of five topic subsections. The questions marked with an asterisk (\*) are mandatory and will be analysed by the employee of the Personnel Department. The answers are used by the University to improve the work environment and working practices, and to organise activities that support the employee's professional development.

3.5. The performance review will cover the following topics, prepared by both parties:

3.5.1. work tasks and working practices;

3.5.2. working environment and relationships with colleagues;

3.5.3. professional development, development and career prospects;

3.5.4. motivation;

3.5.5. professional, educational and social activities.

#### 4. Performance review confidentiality

4.1. The information obtained and discussed during a performance review is confidential and shall not be disclosed, without an agreement of the employee and the direct organiser of work, to third parties, except for the employee of the Personnel Department referred to in Clause 3.4.; the information is subject to disclosure only in accordance with the procedure prescribed by law.

#### 5. Performance review documentation

5.1. Performance reviews are documented by the employee and the direct organiser of work at DHS.

5.2. The documentation shall include:

5.2.1. performance review questionnaire;

5.2.2. career regulation updated by the direct organiser of work;

5.2.3. academic staff member report on the work of the evaluation period

5.3. The career regulation is signed by the employee and the direct organiser of work in the DHS.

#### 6. Performance review coordination and responsibility

6.1. Responsibility for appropriate conduct of the performance review lies on the direct organiser of work. If the direct organiser of work has not conducted the performance review within a year, the Rector may issue a written warning to the head of the structural unit for giving a warning to the direct organiser of work due to neglect of employment duties.

6.2. The Personnel Department monitors the documents of the performance review and, if necessary, gives advice to the head of the structural unit, the direct organiser of work and the employee. As of 31.12, the Personnel Department shall check the conduct of performance reviews.

#### 7. Implementing provisions

7.1. I repeal Rector's Directive No. 13 of 13.10.2010 "Conducting Performance Reviews at Estonian University of Life Sciences".

7.2. The directive shall enter into force upon adoption.