**WHAT TO KNOW ABOUT:**

EMPLOYEE PERFORMANCE AND TALENT MANAGEMENT REVIEW PANELS AT ESDC

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**Definition**

Review panels ensure performance and talent management initiatives in the organization are conducted fairly and consistently according to the Treasury Board Secretariat (TBS) [*Directive on Performance Management*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27146) within ESDC for non-EX employees.

**Why**

**are they in place?**

The [*Directive on Performance Management*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27146) requires heads of human resources to establish review panels in each department and agency to provide direction and oversight for employee performance and talent management programs. In addition, they play an essential role in helping the department support a culture of high performance.

**Who**

**are the members?**

At ESDC, departmental review panels have been established in each branch/region within the department as part of the role of the Workforce Management Committees.

***Year-end:***

* all employees had a final performance assessment, and a performance rating was assigned to each employee
* follow-up is carried out
* a talent management plan could be developed when the manager and the employee agree on the implementation of such a plan
* a performance improvement plan is mandatory for employees whose performance did not meet expectations
* analysis of year-end reports is carried out to assess compliance levels, results, trends, etc., and appropriate action taken

***Throughout the performance management cycle:*** compliance of probation periods

***Mid-year:***

* mid-year reviews are complete for all employees
* follow-up is carried out

**Manager Support**

* Review panels provide additional support in the sharing of common rating assignment standards;
* They can also help managers consider concrete ways to support employees in improving their performance; and
* Finally, they can help managers find development opportunities for employees who demonstrated ongoing high performance.

**Employee Support**

**What do they NOT do?**

***Beginning of year:***

* all employees have completed performance agreements
* all employees have learning and development plans
* follow up is carried out
* A strategic departmental oversight role in implementing and reporting on performance and talent management; and
* An analysis role which consists in reviewing trends and the situation of some employees to ensure that they receive support and that consistent measures are taken in cases involving employees who exceed or do not meet expectations.

Want more info?

* [TBS Performance Management site – Review Panels](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/rp-ce-eng.asp)
* Review panels monitor and ensure consistency in the assignment of performance ratings and the development of performance improvement and talent management plans; and
* They ensure common standards will be applied and the processes are consistent and fair.

**What**

**do they do?**

* Review panels do not give individual performance ratings.
* Managers and supervisors are accountable for all aspects of managing employee performance, including performance discussions with employees, providing performance ratings and inputting performance ratings into the PSPM Application.
* Branch/region management teams are responsible to discuss how to apply and assign ratings.
* A calibration discussion amongst managers helps to develop a shared understanding of the rating scale and the performance assessment approach in their business context. It provides the opportunity to discuss common situations in performance assessments (new employees, employees on leave, acting, etc.) and to reduce potential bias in a consistent manner.

Review Panels study performance data reports at various points of the year to ensure:

**Key**

**roles**