



2020-2021

Non-EX Performance Management Cycle

IN LIGHT OF COVID-19

How the COVID-19 Pandemic Affected Our Regular Performance Management Cycle for Non-EX Employees

Regular Performance Management Cycle

Modifications due to COVID-19

BEGINNING OF YEAR 2020-21

Regular deadline:

Normally, the deadline for completing the 2020-2021 beginning of year conversations and entering the information into the Public Service Performance Management Application (PSPM App) would be **June 30, 2020**.

Modified deadline:

The deadline for completing the 2020-2021 beginning of year conversations and entering all information in the Public Service Performance Management Application (PSPM App) was extended to **September 30, 2020**.

MID-YEAR 2020-21

Regular deadline:

Normally, the deadline for completing the 2020-2021 mid-year conversations and entering the information into the PSPM App would be **October 30, 2020**.

Modified deadline and flexible process:

For their respective branch or region, Assistant Deputy Ministers (ADMs) / Branch Heads:

- Had the **flexibility** to establish a **deadline** for mid-year performance conversations to take place **between October 30, 2020 and January 29, 2021**.
- Had the **option** for their managers to **input mid-year data in the PSPM App at year-end for employees who are on track** to meet their objectives; alleviating the need to access the system at mid-year. This option was not applicable for employees whose performance needed improvement.

YEAR-END 2020-21

- **Regular deadline** to complete year-end conversations: **March 31, 2021**.
- **Regular deadline** to enter information in the PSPM App: **April 30, 2021**.

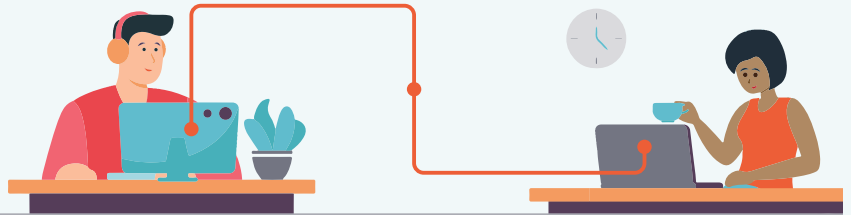
No changes to these deadlines (back to the regular cycle):

- Complete year-end conversations by **March 31, 2021**.
- **Regular deadline** to enter information in the PSPM App: **April 30, 2021**.

Key messages:

- It is important for managers to continue to have regular, ongoing performance conversations with their employees as well as providing feedback, advice and support where needed, to guide them through their work and development.
- Recognition for a job well done must also be provided.
- Managers must continue to monitor employees on probation.
- Specific questions related to processes for your branch or region should be addressed to [your branch/regional coordinator\(s\)](#).
- Requests for additional information pertaining to the performance management program should be addressed to the [Non-Executive Employees Performance Management team](#).

Top COVID-Friendly TOOLS



Tools

Prepared by



- FAQ – Conducting Performance Management During The COVID-19 Pandemic
- Generic work objectives for employees who have actively contributed to the COVID-19 response
- Sending an Employee’s Performance Agreement (PA) to a personal email account for employees who do not have access to the Public Service Performance Management Application (PSPM App)

ESDC’s Performance Management team for Non-Executive Employees

- OICM’s Advice To Help Leaders Guide Their Teams During Uncertain Times (bilingual)
- New OICM Service For Managers: Talking Circles – The Solution (bilingual)
- New OICM Service For Managers: Laser-Coaching (bilingual)

ESDC’s Office of Informal of Conflict Management (OICM)
 ▶ Consult OICM’s iService page for a full list of their tools and services

- Manager’s Guide on Human Resources Issues During a COVID-19 Pandemic

Collaborative effort from ESDC’s:
 ▶ Human Resources Services Branch
 ▶ Security
 ▶ Emergency Management and Business Continuity

- Strategy Triage Tool – Re-establishing Priorities During the COVID-19 Crisis

ESDC’s Workplace Mental Health

- Learning Never Stops (Special bi-weekly learning bulletin during COVID / 13 edition on different topics) – April to August 2020

The College@ESDC

- Extension to the deadline to complete your Mandatory training due to COVID-19: **March 31, 2021**

- COVID-19: Working Virtually
- COVID-19: Working Remotely – Tips for Team Leaders
- COVID-19: Working Remotely – Tips for Team Members
- CSPS Managing Employee Performance through COVID
- Finding Opportunities in Challenging Times: Guide to meaningful conversations: A coaching approach
- Other Learning resources for public servants during the COVID-19 pandemic

Canada School of Public Service (CSPS)