APPENDIX D: PERFORMANCE MANAGEMENT PROCESS TEAM FOCUS GROUP QUESTIONNAIRE

CONFIDENTIAL PERFORMANCE MANAGEMENT TEAM QUESTIONNAIRE

DEMOGRAPHIC INFORMATION (For group analysis purposes only)

<table>
<thead>
<tr>
<th>Classification Category</th>
<th>Years of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>☐ Professional/Technical Classification ☐ 1 - 5 years</td>
</tr>
<tr>
<td>Female</td>
<td>☐ Clerical/Administrative Support ☐ 6 - 10 years</td>
</tr>
<tr>
<td>Under 40 years of age</td>
<td>☐ Service/Maintenance ☐ 11 - 15 years</td>
</tr>
<tr>
<td>Over 40 years of age</td>
<td>☐ Supervisor/Manager ☐ 16 - 20 years</td>
</tr>
<tr>
<td>Other</td>
<td>☐ 21 or more years</td>
</tr>
</tbody>
</table>

2. Have you received a performance evaluation during the previous 12 months? Yes ☐ No ☐ {If response is YES to this question, if yes, did the evaluation rating accurately reflect your performance? Yes ☐ No ☐ please skip questions 3 and 4}.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________

3. Have you received a performance evaluation during the previous 24 months? Yes ☐ No ☐ {If response is YES to this question, if yes, did the evaluation rating accurately reflect your performance? Yes ☐ No ☐ please skip question 4}.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________

4. Have you received a performance evaluation during the previous 36 months? Yes ☐ No ☐ If yes, did the evaluation rating accurately reflect your performance? Yes ☐ No ☐

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________

5. Do you value the manner in which your evaluation was presented to you? Yes ☐ No ☐ Please explain your response?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________

For the following questions, please rank from 5 to 1 in importance (5= highest... 1= lowest). Please circle your response.

6. In your opinion, what is the value of the performance evaluation to you? 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   If you wish to comment, please do so. ____________________________________________

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________

7. What is the value of the performance evaluation to your supervisor? 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   If you wish to comment, please do so. ____________________________________________

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________