



Appraisal Investigation

Association Members who have received a **rating of 2** for their 2016 Performance and who have indicated the rating applied by CPC improperly reflects their contribution for the 2016 year are required to complete this report. This information will assist APOC in representing your concerns to the corporation.

MET MOST EXPECTATIONS 2	Delivered on most of the planned objectives. Gaps existed between planned versus achieved results. Corporate values were not consistently demonstrated.
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Date:	Member:
Office/Area	Apoc Rep:

		Yes	No	Date
1	Was a meeting held with the member to establish agreed upon objectives? <i>(Performance Management Plan) (PMP)</i>			
2	Was the member advised in the quarter that he/she was <i>“at, or trending”</i> , towards <i>“Met Most Expectations”</i>			
2a	If yes in which quarter/s	1 st quarter (Mar 31 st)		
		2 nd quarter (June 30 th)		
		3 rd quarter (Oct 31 th)		
		4 th quarter (Dec 31 st)		

Please provide an explanation:

3	Did the member have regular meetings regarding KPIs / Objectives / Expectations / Values throughout the year with your team leader?	1 st quarter (April 30 th)			
		2 nd quarter (July 31 st)			
		3 rd quarter (Nov 30 th)			
		4 th quarter (Dec 31 st)			

Please provide an explanation:

		<i>Yes</i>	<i>No</i>	<i>Date</i>
4	Was a copy of the review given to the member and entered into SAP?	1 st quarter (April 30 th)		
		2 nd quarter (July 31 st)		
		3 rd quarter (Nov 30 th)		
		4 th quarter (Dec 31 st)		

5	Was the member told that he/she would receive a “ <i>Met Most Expectations</i> ” rating for the year?			
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Please provide an explanation:

6	Did the member have any perception that he/she would receive a “ <i>Met Most Expectations</i> ” rating for the year?			
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Please provide an explanation:

7	Did the member receive a rating of “ <i>3</i> ” <i>Met all Expectations</i> and the rating was changed to a “ <i>2</i> ” <i>Met Most Expectations</i> rating			
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Please provide an explanation:

8	Other than the member’s team leader, was the member’s rating applied by the Manager / Director / Other			
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Please provide an explanation:

		<i>Yes</i>	<i>No</i>	<i>Date</i>
9	Was the member told that the reason they received a “2” <i>Met Most Expectations</i> rating was based solely due to not making the performance numbers (<i>KPIs</i>)?			

Please provide an explanation:

9	Was the member made aware of their rating after Feb 28 th deadline			
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Please provide copies of the following information

APOC Appraisal Investigation Check Off List	
<i>Subject Matter</i>	<i>Check when complete</i>
Copy of 2016 Performance Appraisal	
Copy of any correspondence (<i>email</i>) from team leader regarding <i>meetings/performance/other</i>	
Copy of any correspondence (<i>email</i>) from member regarding <i>meetings/performance/other</i>	
Copy of performance numbers (KPIs)	
Other	
Other	