



“ Within weeks of launching, we already had 150+ appraisals completed in the system. The adoption was instant. ”

Sean Heuchert, IT Manager

## Challenge

Performance Appraisals were manually completed and submitted to Human Resources using Word docs and conventional email. The district wanted to automate and digitize this process to support greater visibility across the organization and improve their HR processes. Specifically, visibility into the number of appraisals being requested or scheduled, versus the number of appraisals that were actually completed. Compliance with appraisal procedure policies was difficult to enforce or track accurately, and all review meetings were face to face sit-downs bound by a Word doc.

## Solution

The general layout and construct of the original Word doc was easily emulated in the system, so the development of the form was a quick turn-around. Roles and Permissions were aligned to respect employee privacy and the confidential nature of the form. Human Resources is now able to create and save reports as required and review meetings can occur virtually or in person. At launch, they started with 628 support staff (CUPE) and now plan to expand to Manager, Teacher, and Probationary Employee Performance Appraisals.

## District Overview

**Location:** Ontario  
**Students:** 15,080  
**Schools:** 36  
**Staff:** 2,200

