

HUMAN RESOURCES ADVISOR OR TALENT MANAGEMENT ADVISORS RESPONSIBILITIES

While this list is not exhaustive, human resources or talent management advisors should be responsible for the following:

- + Administering the performance management appraisal program within the organization and ensuring that all parties are compliant to the program.
- + Establishing the terms of reference or framework for their organizational performance management appraisal program and ensuring that those who are responsible for providing the assessments are properly trained to do so.
- + Determining with the head of human resources the criteria required to implement any professional or talent development plans.
- + Ensuring that managers have guidance and support to implement their department's performance and talent management programs.
- + Following-up and carrying out administrative investigations, where applicable, when concerns or complaints are filed against managers that indicate a probable violation of the organization's performance management appraisal program or policy.
- + Maintaining records on performance and talent management for all employees and ensuring that these assessments are objective and impartial.