

# MANAGER'S RESPONSIBILITIES

**While this list is not exhaustive, managers should be responsible for the following:**

- + Providing an official work description to their employees and ensuring they understand their roles and responsibilities and expected outcomes.
- + Ensuring that employees have received the organizational code of conduct, understand the core values of the organization and the expected behaviours.
- + Conducting regular formal and informal performance discussions with each employee in accordance with the employee's work description and in the language of their choice.
- + Establishing an annual performance management agreement with each employee and identifying the responsibilities, anticipated outcomes or goals, strengths, and areas for improvement, core values and competencies, and a professional development plan.
- + Supporting employees to perform well and providing the necessary tools for their employees to carry out their work effectively.
- + Recognizing their employees' performance formally and informally.
- + Signaling to their employees' their concerns regarding their work performance well in advance, following-up with them as necessary, and allowing them an opportunity to course correct before the actual performance management appraisal takes place.
- + Establishing and implementing a performance improvement plan for employees whose performance is unsatisfactory.