

Employee Development Plan

Professional Growth

December 11th, 2018

Location(s)

All

Highlights

City Tire & Auto Centre Ltd. requires management to meet with all full-time employees and ensure that a professional development plan is completed annually. It is strongly suggested that these private meetings be conducted near the end of the first quarter (January – February) such that development plans are performed only with full-time staff, as well as during typically slow periods. An Employee Development Plan for branch management teams will be completed by a member of the director's group (different document).

Performance Evaluation + Employee Goals = Professional Development & Long-Term Employment

The intent of this development plan is to ensure that all parties are aware of the employee's performance and aspirations, the needs of the management teams, and requirements of the organization. The first component of this plan; **performance evaluation** will be completed by branch management prior to the meeting. The second element; **establishment of goals** will be conducted during the private sit-down meeting as per the comments of the employee. The third and final section of this plan is **open dialogue**, to determine if the employee is on track to meet his/her goals and are meeting the expectations of management. Continuous feedback and coaching by management is expected between evaluations and is critical for employee development.

Please ensure that each section has been completed; (1) the form has been dated; (2) the employee has been identified; and (3) all parties have signed the plan, acknowledging the meeting has taken place. A photocopy of the completed plan is to be given to the employee, CTA HR Department, with the original held by branch management, secured in the employee's file folder.

Feedback

This procedure is a tool to improve employee development and retention. Please share any questions, concerns, comments, or edit requests to Jordan Blackwood (jordan.blackwood@citytire.com).

Dispute Evaluation

Questions regarding your evaluation? Please share your concerns with the Human Resources Department (robert.nash@citytire.com).

Performance Evaluation

EMPLOYEE INFO	NAME	NUMBER
EMPLOYEE POSITION		

To be completed prior to the meeting. Management to grade the performance of the employee for each of the criteria listed in the table below. Rating scale: 1 = **Very Poor**; 2 = **Poor**; 3 = **Moderate**; 4 = **Good**; and 5 = **Very Good**.

SKILL	PERFORMANCE	CRITICAL FOR ADVANCEMENT
1 <u>Punctuality</u> <i>Adherence to the CTA Punctuality and Timeliness policy</i>	1 2 3 4 5	YES / NO
2 <u>Knowledge</u> <i>The ability to complete assigned work for all tasks listed under job classification.</i>	1 2 3 4 5	YES / NO
3 <u>Quality</u> <i>The level of accuracy and proficiency with which assigned work is completed.</i>	1 2 3 4 5	YES / NO
4 <u>Training</u> <i>The level of completeness of assigned training.</i>	1 2 3 4 5	YES / NO
5 <u>Teamwork</u> <i>The ability to work with other CTA Employees.</i>	1 2 3 4 5	YES / NO
6 <u>Well-Mannered</u> <i>The ability to communicate with customers and supplier.</i>	1 2 3 4 5	YES / NO

Establishment of Goals:

To be completed during the private meeting as per the comments of the employee.

QUESTIONS
1 Are you content with your current position?
2 Where do you see yourself in 2 years? In 5 years?
4 Skills, experience, & training required to accomplish your short-term & long-term goals?
5 Are you willing to relocate for a promotion?

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Email: cta@citytire.com • www.citytire.com

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