**Performance Review**

[INSERT ORGANIZATION LOGO HERE]

**SElf-Assessment**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Last Review Date |  |
| Position |  | Today’s Date |  |
| Start Date |  | Start Date in Current Role |  |

**Part 1: Self-Reflection**

Review your job description (attached). Describe any changes to your role in the past year and how you see your position evolving in the coming year.

|  |
| --- |
| **Comments:** |
|  |

What aspects of your position do you find most challenging, and/or wish you felt more confident, and/or had more support/training in?

|  |
| --- |
| **Comments:** |
|  |

What aspects of your position do you enjoy the most and get the most satisfaction from?

|  |
| --- |
| **Comments:** |
|  |

When reflecting upon the past year, which of your achievements are you most proud of and why?

|  |
| --- |
| **Comments:** |
|  |

Knowing how you work and your preferred work style, what support, feedback or conditions would allow you to be most effective in your role?

|  |
| --- |
| **Comments:** |
|  |

List the professional development activities you participated in last year that you found most valuable and explain why. What professional development activities would you like to pursue in the coming year and why?

|  |
| --- |
| **Comments:** |
|  |

Review the goals set for yourself during your last review. Which goals did you meet? Which goals fell short and why?

|  |
| --- |
| **Comments:** |
|  |

**Part 2: Self-Assessment**

Assess your degree of skill and competence in the key areas of the position, below. Use the following scale:

|  |  |
| --- | --- |
| 0 | No skill or competence. |
| 1 | Little or limited skill and competence. |
| 2 | Emerging skill and competence. |
| 3 | Experienced and fully competent. |
| 4 | Sustained outstanding performance and contribution in the area. |
| 5 | Have specialized skills and competencies. Can serve as a mentor or coach in this area. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CORE COMPENTENCIES** | **0** | **1** | **2** | **3** | **4** | **5** |
| **Approach to Work**   * Demonstrate initiative, flexibility, adaptability and resourcefulness * Welcome new ideas and display a creative and innovative approach to my work * Set goals, create and implement action plans monitor progress, and evaluate results * Adeptly manage competing tasks and use time efficiently and effectively |  |  |  |  |  |  |
| **Job Knowledge and Quality of Work**   * High-degree of relevant and current job knowledge and skill * Consistently produce accurate, thorough, high-quality work in a timely manner |  |  |  |  |  |  |
| **Judgement and Decision-Making**   * Demonstrate independent thinking and effective problem-solving skills * Make clear, consistent, transparent and timely decisions after contemplating various available courses of action * Exercise sound judgement in the best interests of the organization |  |  |  |  |  |  |
| **Communication and Interpersonal Sills**   * Express myself clearly and professionally both verbally and in writing * Display high emotional intelligence; use tact and diplomacy in dealing with sensitive, complex and confidential situations * Work effectively with colleagues in the leadership team to ensure organizational success |  |  |  |  |  |  |
| **Safety Awareness and Demonstration**   * Build and promote a culture of health and safety in the workplace * Attend to health and safety issues effectively and efficiently * Implement and enforce best practices in health and safety within the workplace |  |  |  |  |  |  |
| **Personal Leadership**   * Model core qualities such as honesty, integrity, resilience and confidence * Take responsibility for personal actions, performance and health |  |  |  |  |  |  |
| **People Leadership (FOR MANAGERS ONLY)**   * Take responsibility for the success of the organization * Champion positive working relationships with colleagues, staff and external stakeholders * Act as an ambassador of the organization; upholding the values and mission * Demonstrate pride and enthusiasm to the team and promote cooperation, fairness and equity |  |  |  |  |  |  |
| **People Management (FOR MANAGERS ONLY)**   * Display interest, concern and respect for my staff and their development * Provide direction, vision, clarity and support to my team * Delegate appropriately to fully utilize my staff to accomplish unit goals * Give recognition and acknowledgement to staff for their achievements |  |  |  |  |  |  |
| **Task Management (FOR MANAGERS ONLY)**   * Establish clear roles, responsibilities, priorities and performance targets for staff * Monitor, assess and review staff performances while providing opportunities for training and development, as appropriate * Strive for high quality performance and take initiative to seek improvement in outputs and efficiencies |  |  |  |  |  |  |
| **Task Leadership (FOR MANAGERS ONLY)**   * Translate the strategic goals and priorities of the organization into achievable and measureable operational plans for my unit * Make clear, consistent, transparent and timely decisions * Focus on the ‘service recipient’ of my unit * Display effectiveness, assertiveness and persistence in the pursuit of the goals of my unit * Identify gaps in knowledge or capacity and seek the appropriate support and/or resources |  |  |  |  |  |  |

**Part 3: PERSONAL LEADERSHIP GOALS**

Identify three (3) goals for next year that you would like to propose for yourself. Focus these goals on developing your skills, knowledge base, work approach, leadership style, etc. as they relate to your position. These goals will be discussed and finalized at your performance review meeting.

|  |
| --- |
| **Goal 1:** |
|  |

|  |
| --- |
| **Goal 2:** |
|  |

|  |
| --- |
| **Goal 3:** |
|  |

**Part 4: Closing comments and reflections**

Is there anything you would like to comment or elaborate on in your Self-Assessment? Is there anything else that you would think would be important to share, or have be part of the discussion during your performance review meeting?

|  |
| --- |
| **Closing Reflections:** |
|  |