**Performance Review**

[INSERT ORGANIZATION LOGO HERE]

**supervisor Assessment**

**Employee Information**

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

**Part 1: Overview**

Highlight key accomplishments, success and strengths of the employee, as well as any areas of growth for future development.

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| **Comments:** |
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**Part 2: Performance Assessment**

Based on the information provided by the employee and your own personal assessment, measure the employee’s degree of skill and competence in the key areas of the position below. Use the following scale:

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| --- | --- |
| 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. |

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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **Personal Leadership**   * Model core qualities such as honesty, integrity, resilience and confidence * Take responsibility for personal actions, performance and health |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
|  | | | | | | |
| **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 |  |  |  |  |  |  |
| **Comments:** | | | | | | |
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**Part 3: Review of previous GOALS**

Review the personal leadership, program development (if applicable), and wellness goals established at the previous Performance Review. Reflect on how these goals are being realized.

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| **Previous Goal 1:** | **Comments Regarding Results:** |
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| **Previous Goal 2:** | **Comments Regarding Results:** |
|  |  |
| **Previous Goal 3:** | **Comments Regarding Results:** |
|  |  |

**Part 4: Personal Leadership Goals**

With the employee, mutually develop their personal leadership goals for the coming year referencing information from both your assessment and their Self-Assessment. Include details regarding follow-up, timelines, etc.

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| **Goal 1:** |
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| **Goal 2:** |
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| **Goal 3:** |
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**Part 5: Discussion with employee**

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| **Summary/Highlights:** |
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**Part 6: Closing Comments and Reflections**

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| **Closing Reflections:** |
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**Acknowledgements:**

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| Employee Name: | Employee Signature |
|  |  |
| I would like to attach my Self-Assessment to this document.  I will be providing my overall comments which I would like to be attached to this document. | \* I have read and discussed this evaluation with my supervisor. My signature means that I have been advised on my performance, but does not necessarily imply that I agree with the contents of this review. |
| Supervisor Name: | Supervisor Signature |
|  |  |
| Date of Next Review: | |
|  | |
| Distribution: Original to be kept in the employee’s personnel file, and a copy of this document to be provided to the employee. Attach the employee’s Self-Assessment and overall comments to this document (if applicable). | |