**Performance Review Form**

Employee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 1A: Roles and Responsibilities**

Job Description has been reviewed for accuracy and is up to date (please have employee and manager initial):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete in June (or during first few months of employment)** | | **Complete Mid-Year (Dec/Jan)** | **Complete at end of Year:** | |
| Key Work Objectives  (Day to Day Responsibilities) | Performance Indicators: | Results achieved to date: | Results Achieved: | Assessment: 1 or 2 |
| These are specific roles and responsibilities that an employee is expected to achieve during this year. (It is not an exhaustive list) | How we will determine if the roles and responsibilities are met. | What was achieved to date? | What was achieved? | Rating scale:  1 – Met Objective  2 – Needs Improvement |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

**Section 1B: Initiatives and Action Plans**

Objectives should align with University Strategic Plan, vision & values of University and with your job description/responsibilities. These initiatives can include special projects, tasks, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Complete in June (or during first few months of employment) for upcoming year** | | **Complete Mid-Year (Dec/Jan)** | **Complete at end of Year:** | |
| Priorities Framework (Initiatives & Action Plans) | Performance Indicators: | Results achieved to date: | Results Achieved: | Assessment: 1 or 2 |
| Please relate to University’s/Departments strategic plan that your key work objectives align with. | How we will determine if the work objective are met. | What was achieved to date? | What was achieved? | Rating scale:  1 – Met Objective  2 – Needs Improvement |
| 1  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| 2  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |
| 3  Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

**Section 2: Employee Self-Assessment (completed in June)**

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| --- |
| A) Employee Reflection: Up to 3 key accomplishments during this reflection period:   1. Click here to enter 2. Click here to enter 3. Click here to enter |
| Supervisor/Manager Response: Click here to enter |
| B) Employee Reflection: Up to 3 keys strengths & competencies that make me effective in my role and examples of how I have applied them (For examples of strengths or competencies, please see reference guide):   1. Click here to enter 2. Click here to enter 3. Click here to enter |
| Supervisor/Manager Response: Click here to enter |
| C) Areas of Improvement: Areas that I can look to improve upon in the next year. May include skills, competencies, tasks.   1. Click here to enter 2. Click here to enter 3. Click here to enter |
| Supervisor/Manager Response: Click here to enter |
| **Section 3: Development Plan (Based on results of section 1 & 2)** |
| What is the Competency to be developed? How will this be achieved? (include required tools, resources, target date) |
|  |

\* For a list of sample competencies, behaviors, skills, please see reference /pre-work guide

\*\*Development Activities: Consider any competencies or skills that are required to support results, roles/responsibilities and objectives. Plans could include training, seminars, conferences, coaching from manager or colleague, reading (books, materials), mentoring, practicing a new skill on the job in different contexts, starting a new task/project, teaching others, etc.

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| --- |
| **Summary Comments from Supervisor/Manager**: Note any objectives added during the year and any extraordinary events which impacted the employee’s ability to achieve the objectives:  Click or tap here to enter text. |
| **Summary Comments from Employee:**  Click or tap here to enter text. |
| **Approvals (**to be signed at the end of the year)  Employee:  Supervisor:  Date: |