

# 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

## 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				
2				
3				

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

A) Employee Reflection: Up to 3 key accomplishments during this reflection period:

Supervisor/Manager Response:

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):

Supervisor/Manager Response:

C) Areas of Improvement: Areas that I can look to improve upon in the next year. May include skills, competencies, tasks.

Supervisor/Manager Response:

### 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.

**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:

**Summary Comments from Employee:**

**Approvals** (to be signed at the end of the year)

Employee:

Supervisor:

Date: