



Employee Name:

Years in Current Position:

Period Under Review: 2022-June 2023

Supervisor Name:

Performance Review Form

This form is to be used to document the performance throughout the previous year (12-month period). The review is designed to evaluate three critical components of all employee performance

1. Execution of the **Core Duties and Responsibilities**,
2. Performance and delivery of **Objectives and Goals** (if any)
3. **Behavioural Competency** performance, how they went about completing the above.

Performance Ratings

All performance ratings will be on a 4-point scale

4 Exceptional – reserved for truly exceptional work, not only exceeds expectations on all levels but performance would be considered mastery beyond what was expected for the role.

3 Desired – a performance rating that is the ideal performance rating for the role, the expectation is to meet and occasionally exceed expectations.

2 Satisfactory – a performance rating that should be applied when performance is good, or the employee is meeting most expectations perhaps just off on some but is performing well in the role.

1 Improvement Required – a performance rating that is below the expected standard, improvement is required to be able to meet expectations. A formal performance improvement plan may or may not be required.



Core Duties and Responsibilities

These are the duties and responsibilities as described and expected of the role, they are the core function and purpose of the role, generally as defined in the job description. Describe the Core Duties below:

Employee’s Self-Rating and Comments on their Performance of Core Duties: Choose an item.

Manager’s Rating and Comments on Employees’ Performance of Core Duties: Choose an item.

In-Year Goals and Initiatives

Describe the in-year objectives and goals that were assigned to this individual, or this role took the initiative to complete. Note not all staff are required to have goals enter as many or as little as necessary

Goal/Initiative <i>Describe the objective/goal to be completed</i>	Measurement <i>How will this be measured</i>	Result <i>Describe the result, what was or was not done</i>	Rating <i>1-4</i>

Employee’s Self-Rating and Comments on Goals & Objectives: Choose an item.

Manager’s Rating and Comments on Employees’ Goals and Objectives: Choose an item.

Behavioral and Technical Competencies

In this section, you are rating the employee's performance on how they went about completing the work, the behaviours they demonstrated and their proficiency with the required behavioral competencies of the role. At a minimum pick two Behavioral competencies, which the employee has demonstrated strength in, and two that have room for improvement.

The following are the competencies required within the role as may be described in the position description.

Strength Competency	Description <i>Provide a brief description of how the competency is used well</i>	Rating 1-4
Choose an item.		
Choose an item.		
Development Competency	Description <i>Provide a brief description of how the competency can be improved and/or the expectation</i>	Rating 1-4
Choose an item.		
Choose an item.		
Leadership Competencies <i>**required for all leadership positions**</i>		
Exemplifying Integrity		
Ensuring Accountability		
Motivating and Inspiring others		
Leading Change		
Developing ability in others		
Acting with a Town-Wide Perspective		
Technical Skills – <i>as needed describe specific skill(s) and their strengths or development needs</i>		
Technical skill 1		
Technical skill 2		
Technical skill 3		

Employee's Self-Rating and Comments on Competencies: Choose an item.

Manager's Rating and Comments on Employee's Competencies: Choose an item.

Training and Development Plan

list and define any identified training needs for this individual to continue to develop or master performance in their position. You may also include training or development to ready the individual for future roles, however, generally development for future roles should only come after excellence within a current role.

1. .
2. .

Employee Expectations for Their Manager

What do you need from your manager to be as successful as you can be in the next year? Think start doing, stop doing, continue doing, behaviours, feedback, tools, resources.

<i>Keep Doing</i>
<i>Start Doing</i>
<i>Stop Doing</i>

Overall Rating, Assessment of Performance all Factors Considered.

Every position is different and the weighting of any one area over another (Core Duties, Objectives or Behavioral Competencies) is subjective to the role and individual. The Supervisor has the final say in the rating and is to provide a summary of the reasons for the overall rating below.

Employee Self-Rating Overall Performance and Comments: Choose an item.

Overall Performance Rating as Assigned by Manager and their Comments: Choose an item.

Employee

Manager

Human Resources Director sign off required prior to the final rating being provided to the employee