



Performance Development Planning Tools

What is Performance Management or Performance Development and when should it happen?

Performance Management is all about providing feedback, and process is not an event, or a series of events, it is an ongoing cycle that needs to be used year round.

Who is responsible?

Performance is a shared responsibility between the individual and the organization. Employees are responsible for their own performance and to elicit feedback on performance as well as to identify training and development requirements that may improve their performance. The organization is responsible for providing feedback to employees and providing a work environment that includes appropriate training and development opportunities and facilitates good performance. Specifically, Deputy Ministers, all employees in executive and senior leadership roles, employees with management and supervisory responsibilities are responsible for performance development/management.

How/ what tools should I use?

Some of these tools are available in the appendices of the [Performance Development and Planning Policy](#):

- Appendix A: [Performance Management Plan for Employees](#)
- Appendix B: [Performance Management Plan for Supervisors and Managers](#)
- Appendix C: [Probationary/ Trial Employee Assessment Form](#)
- Appendix D: Employee Performance Management Plan Discussion Guidelines
- Appendix E: [Manager and Supervisor Performance Management Plan Discussion Guidelines](#)

The important thing to remember is that the conversation happens, and regularly. The Public Service Commission has these tools posted to their website here: <https://psc.gpei.ca/performance-management>. In addition, there are tools available in the [Learning through Feedback Model](#) with specific guides for supervisors, managers and directors.

Public Service Leadership Competencies

You can also use a [self assessment/ manager assessment](#) form that compliments the [Public Service Commission's Leadership Competencies Framework](#) that is integrated in their human resources processes and recruitment, learning and development, performance and talent management of employees in the public service. There are also a plethora of [learning and development opportunities](#) available through the Public Service Commission year round.