

Performance Management Plan for Employees

Employee Name:

Employee ID #:

Position Title:

Division/Section:

Supervisor Name:

Period Covered:

The success of an organization is dependant on the individual performance of its employees. Successful performance management links individual's workplan and performance to the organization's mission and strategic/business plan.

The performance management process includes both formal and ongoing feedback.

This tool will assist the following: a) enhancing communication between the parties involved; b) recognizing the employee's accomplishments; c) increasing accountability through record of performance; d) identifying a professional development plan; and e) solving problems in areas requiring improvement.

This section provides an opportunity to highlight the employee's strengths and areas of improvement and to identify the employee's core competencies and primary responsibilities with the Department. Consider the following guidelines for each area of work performance.

- Developing:** skills and behaviours at this level are those that are considered to be in need of enhancement. Performance is below that expected after training and experience. It is important to identify and focus on areas of development.
- Succeeding:** skills and behaviours at this level indicate competent performance. This level of performance should be demonstrated by most employees on a regular basis.
- Mastering:** skills and behaviours at this level demonstrate the highest level of performance and contribution to the organization's future success.

Trait	Examples	Comments
Job Knowledge / Duties	Consider how well the employee is equipped with the knowledge needed to perform the work.	
Knowledge of department and government policies	Consider knowledge and use of Policy and Procedure Manuals. Maintains client/partner relations and is client focused.	
Use of resources and time	Consider care with equipment and uses supplies wisely. Consider time management skills.	
Responsibility	Consider dependability and reliability. Consider completion of assigned duties and shows ability in setting priorities. Consider ability to problem solve/critical thinking.	

Communication	Consider ability to communicate respectfully and appropriately. Consider ability to listen and communicate ideas effectively. Observes confidentiality of clients and co-workers. Practices open, honest communication.	
Working relationships	Ability to maintain effective working relationships with co-workers, supervisors, clients and public. Ability to work as a team player.	
Adaptability	Consider openness for new methods and/or techniques. Willing to teach others and displays initiative.	
Work Habits	Consider dependability, punctuality, and regularity of attendance. Consider accuracy, thoroughness, amount of supervision required and amount of work performed.	
Leadership Ability	Consider effectiveness in providing motivation and guidance. Consider ability to work independently and delegate tasks.	

Policy Review: To ensure awareness and compliance with relevant policies, please check and initial polices as each is reviewed.

Occupational Health and Safety

Prevention of Harassment in Workplace

Confidentiality

Conflict of Interest

FOIPP

Other (please list):

Action Plan

(includes workplan objectives and goals, performance development, performance improvement and training and development opportunities) *May attach separate page describing action(s) and possible dates for follow up review.*

<p>Workplan goals:</p>

Achievements since last performance review:

Note education/courses completed since last review:

Development and training goals:

Employee's Comments:

Reviewer's Comments:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Provide a copy to the employee and the supervisor. Send the original to Human Resources for the personnel file.