

Performance Management for Employees

Purpose: A performance management document tracks an employee's current performance and behavior within their role, as outlined in [Section 8.02 Performance Management Planning](#). This document acts as a record of the discussion held between employee and supervisor.

Instructions:

1. **Employee** completes the "Employee Self-Assessment" and "Goals & Development Focus" sections and submits the form to their **supervisor**.
2. **Supervisor** completes the "Supervisor Assessment & Comments" and "Performance Rating" sections after reviewing the employee's input.
3. A **performance management meeting** should be held to discuss the contents before both parties sign the form.
4. Signatures confirm that the review has been discussed, not necessarily agreement with all comments.

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

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

Employee Name		Employee ID #	
Position Title		Division/Section:	
Supervisor Name		Discussion Date	

Current Year Employee Self-Assessment

This section provides an opportunity for the employee to highlight their performance during this period.

Reflect on your accomplishments, challenges, and overall performance in this section. (1-2 paragraphs)

Upcoming Year Goals & Development Focus

This section allows the employee to highlight areas for growth, training opportunities, focus areas, or any support they may need.

What areas will you focus on in the upcoming year?

Supervisor Assessment & Comments

This section provides an opportunity for the Supervisor to highlight employee performance during this period.
To be completed after employee submits their self-assessment.

Provide feedback on the employees' strengths, accomplishments, and areas for improvement.

Performance Rating

(Supervisor to select the appropriate rating based on overall performance.)

- Developing – Requires further improvement or experience to meet job expectations.
- Succeeding – Meets job expectations.
- Exceeding – Exceeds job expectations.
- Mastering – Consistently exceeds expectations and significantly contributes to the organization.

Developing: employee requires more experience in the current role to meet job expectations, or the skills and behaviours of the employee require improvement/enhancement.

Succeeding: employee possesses the skills and behaviours to meet performance expectations. This level of performance should be demonstrated by most employees on a regular basis.

Exceeding: Employee regularly goes beyond performance expectations, delivering results that surpass requirements and add notable value to team and organizational goals.

Mastering: employee possesses the skills and behaviours at the highest level of performance and contribution to the organization's future success.

When filling out the sections above, see the Performance Management Document- Support Document for guidance, including some common traits and skills you can reflect on.

Please identify the following policies and acts that were reviewed by the employee at the time of the performance discussion.

- [Occupational Health and Safety Policy](#)
- [Respectful Workplace Policy](#)
- [Scent Reduction Policy](#)
- [Social Media Policy](#)
- [Violence in the Workplace Policy](#)
- [Conflict of Interest Policy](#)

Signatures & Acknowledgement

I acknowledge that this performance management document has been discussed.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____