

Accountability Agreement

Annual Piece of Paper

15 Minute Interview

Learning Plan

Accountability Agreement

Performance Improvement Plan

Development Discussion Checklist

## Accountability Agreement

### What is it?

A document which outlines the scope and accountabilities of the position, the employee's goals and the support required to meet those goals. This formal feedback document is completed once a year with a formal feedback session occurring at least once a year.

### What are the benefits?

- Provides opportunity to review the employee's role.
- Identifies resources and supports required by the employee to be accountable.

### How does it work?

#### *Planning*

Scheduling of this feedback session may be initiated by the employee or the supervisor. The number of times you meet during the year must be agreed to by both.

#### *Doing*

Be firm about the time. You must meet at least once every 12 months. The employee then completes the accountability agreement and it is signed off by the employee and the supervisor.

#### *Follow-up*

Set another meeting if further discussion is needed.

### *Key Elements of Accountability Agreements*

1. **Business Focus Statement**  
What is your *highest level aspiration* that you bring to your work? What is your *highest level of value/contribution* that you bring to your organization? Describe your "business-with-the-business" within your organization
2. **Accountabilities**  
What accountabilities are uniquely your own at your level of the organization? What specific outcomes or results do you promise to deliver?
3. **Support Statements**  
What support and resources do you need to fulfill your accountabilities and from whom?
4. **Goals**  
What are the specific, measurable, attainable, realistic, and time - limited (SMART) commitments you will do to meet your accountabilities within a given time period?
5. **Consequences**  
What do you want from your organization in return for delivering on your accountabilities? These require later negotiation with your organization (most likely with your leader?)
6. **Evergreen Plan**  
How will your Accountability Agreement be kept current and remain useful?

# Accountability Agreement

Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Division: \_\_\_\_\_ Period Covered: \_\_\_\_\_

## Supervisor Comments:

---

---

---

---

---

---

---

---

---

---

## Employee Comments:

---

---

---

---

---

---

---

---

---

---

Employee meets or exceeds current expectations: Yes  No

(If no, complete a Performance Improvement Plan and attach)

This feedback tool has been completed for a 12-month period by:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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