

Performance Management Plan for Supervisors and Management

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. The management team and supervisors play a vital role within any organization through **leadership, fiscal management and program delivery**. Successful performance management links individual's work plan 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 employees' 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. How do you promote and model the following responsibilities using behavioural examples? Each responsibility has a section to discuss areas of work performance that are at the developing, succeeding and mastering level. 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 that we all identify and focus on areas of development.

Succeeding: skills and behaviours at this level indicate competent performance. This level of performance should be able to 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.

Areas of responsibility:

Leadership/communication, looking for

Provide open, honest, and effective communication; provide respectful work environment where employees work together/teamwork; ensure employees understand their rights, obligations and job expectations; awareness and compliance with policy and legislation; ensure employees are respectful, work collaboratively, are accountable, competent, valued and informed; ensure innovation and recognize employees; provide flexibility to support work life balance for employees and leads and implements performance management program.

Fiscal Management, looking for

Accountable; align policy with budget; explore partnerships options and monitor and maintain budget.

Program Delivery, looking for

Client focused; modernized; appropriate; timely, accessible; transparent; accountable; achieving results; respectful; problem solving; analytical and decision making.

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.*

Work plan goals:
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.