**PERFORMANCE REVIEW - SUPERVISOR ASSESSMENT**

|  |
| --- |
| **EMPLOYEE INFORMATION** |
| **Name:** |  | **Last Review Date:** |  |
| **Position:** |  | **Today’s Date:** |  |
| **Supervisor Name:** |  | **Start Date in Current Role:** |  |

PART 1: OVERVIEW

|  |
| --- |
| Highlight key accomplishments, success and strengths of the employee, as well as any areas of growth for future development. |

PART 2: PERFORMANCE ASSESSMENT

*Based on the information provided by the employee and your own personal assessment, measure the employee’s degree of skill and competence in the key areas of the position below. Use the following scale:*

|  |  |
| --- | --- |
| 0 | No skill or competence. |
| 1 | Little or limited skill and competence. |
| 2 | Emerging skill and competence. |
| 3 | Experienced and fully competent. |
| 4 | Sustained outstanding performance and contribution in the area. |
| 5 | Has specialized skills and competencies. Can serve as a mentor or coach in the area. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CORE COMPENTENCIES** | 0 | 1 | 2 | 3 | 4 | 5 |
| **Approach to Work*** Demonstrates initiative, flexibility, adaptability and resourcefulness
* Welcomes new ideas and displays a creative and innovative approach to their work
* Sets goals, creates and implements action plans, monitors progress, and evaluates results
* Adeptly manages competing tasks and uses time efficiently and effectively
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Job Knowledge & Quality of Work** * High-degree of relevant and current job knowledge and skill
* Consistently produces accurate, thorough, high-quality work in a timely manner
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Judgement & Decision-Making*** Demonstrates independent thinking and effective problem-solving skills
* Makes clear, consistent, transparent and timely decisions after contemplating various available courses of action
* Exercises sound judgment in the best interests of the organization
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Communication & Interpersonal Skills*** Expresses themselves clearly and professionally both verbally and in writing
* Displays high emotional intelligence; uses tact and diplomacy in dealing with sensitive, complex and confidential situations
* Effectively works with their colleagues in the leadership team to ensure organizational success
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Safety Awareness & Demonstration** * Builds and promotes a culture of health and safety in the workplace
* Attends to health and safety issues effectively and efficiently
* Implements and enforces best practices in health and safety within the workplace
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Personal Leadership*** Models core qualities such as honesty, integrity, resilience, and confidence
* Takes responsibility for personal actions, performance and health
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **People Leadership (FOR MANAGERS ONLY)*** Takes responsibility for the success of the organization
* Champions positive working relationships with colleagues, staff and external stakeholders
* Acts as an ambassador of the organization; upholding the values and mission
* Demonstrates pride and enthusiasm to the team and promotes cooperation, fairness and equity
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **People Management (FOR MANAGERS ONLY)*** Displays interest, concern and respect for their staff and their staff’s development
* Provides direction, vision, clarity and support to their team
* Delegates appropriately to fully utilize their staff to accomplish unit goals
* Gives recognition and acknowledgement to staff for their achievements
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Task Management (FOR MANAGERS ONLY)*** Establishes clear roles, responsibilities, priorities and performance targets for staff
* Monitors, assesses, and reviews staff performance while providing opportunities for training and development, as appropriate
* Strives for high quality performance and takes initiative to seek improvement in outputs and efficiencies
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |
| **Task Leadership (FOR MANAGERS ONLY)*** Able to translate the strategic goals and priorities of the organization into an achievable and measurable operational plan for their unit
* Makes clear, consistent, transparent and timely decisions
* Focuses on the ‘service recipient’ of their unit
* Displays effectiveness, assertiveness and persistence in the pursuit of the goals of their unit
* Able to identify gaps in knowledge or capacity and seek the appropriate support and/or resources
 |  |  |  |  |  |  |
| *Comments:* |  |  |  |  |  |  |

PART 3: REVIEW OF PREVIOUS GOALS

*Review the personal leadership, program development (if applicable), and wellness goals established at the previous Performance Review. Reflect on how these goals are being realised.*

|  |  |
| --- | --- |
| **Previous Goal** | **Comments Regarding Results** |
|  |  |
|  |  |
|  |  |

PART 4: PERSONAL LEADERSHIP GOALS

*With the employee, mutually develop their personal leadership goals for the coming year referencing information from both your assessment and their Self-Assessment. Include details regarding follow-up, timelines, etc.*

|  |
| --- |
| **Goal 1:** |

|  |
| --- |
| **Goal 2:** |

|  |
| --- |
| **Goal 3:** |

PART 5: DISCUSSION WITH EMPLOYEE

|  |
| --- |
| Summary/Highlights: |

PART 6: CLOSING COMMENTS & REFLECTIONS

|  |
| --- |
| Closing Reflections: |

|  |
| --- |
| **Acknowledgments - Signatures** |
| **Employee Name:**□ I would like to attach my Self-Assessment to this document□ I will be providing my overall comments which I would like to be attached to this document | **Signature:**\* I have read and discussed this evaluation with my supervisor. My signature means that I have been advised on my performance, but does not necessarily imply that I agree with the contents of this review. |
| Supervisor Name:  | Signature: |
| Date of Next Review: |
| *Distribution: Original to be kept in the employee’s personnel file, and a copy of this document to be provided to the employee. Attach the employee’s Self-Assessment and overall comments to this document (if applicable).* |