

PERFORMANCE APPRAISAL

Name: _____

Title: _____

Dept./Division: _____

Immediate Supervisor (Title): _____

Review Period: _____ to: _____

The Position Description is current and accurate •

OVERVIEW AND PURPOSE

The performance management process is intended to provide an effective method for establishing and evaluating performance agreements for the staff and volunteers of _____.
The process is designed to support _____'s strategic plan.

KEY DESIGN FEATURES

- Measures results achieved and competencies demonstrated
- Provides an objective, observable, and measurable basis for assessing performance
- Allows for measures of both individual and organizational performance
- Links individual performance planning and measures to the organizational strategic direction
- Identifies employee or volunteer development needs and provides direction in addressing those needs

PERFORMANCE MANAGEMENT PROCESS

The five-step performance management process involves:

- A. Reviewing the **Organizational Competencies** for the position and evaluating the employee's progress in achieving those organizational competencies
- B. Reviewing the **Position Specific Competencies** and evaluating the employee's progress in achieving those position specific competencies
- C. Establishing **Annual Performance Goals** that are outcome-based, that support _____'s strategic direction and that demonstrate the fulfillment of the employee's accountabilities
- D. Preparing a **Development Plan** specific to the employee or volunteer

E. Determining the **Appropriate Performance Level**

SECTION A

ORGANIZATIONAL COMPETENCIES

Organizational competencies are the personal attributes, skills, and abilities that are reflected in behaviours at work that apply to, and are expected of, all administrative employees, regardless of their roles or level.

Organizational competencies reflect the core values of _____ and help to establish a consistent standard of excellence across the organization.

Assessment of each organizational competency will be benchmarked against criteria established for a “successful” employee or volunteer and will be evaluated as follows:

A= Surpasses Requirements B= Meets Requirements C= Requires Improvement

The five competencies being evaluated are:

- I. responsiveness
- II. quality
- III. commitment and accountability
- IV. respect for people
- V. adapting to change

- I. **RESPONSIVENESS** - Responds quickly to identify community, educational and/or internal needs. Maintains a stakeholder focus in all actions and decisions. Achieves acceptable levels of productivity/output within established parameters.

Successful Employees and Volunteers:

- Make realistic commitments that can be delivered without compromising quality. Follow through on commitments to resolve individual issues and needs on a timely basis. Provide regular updates on progress.
- Balance thoroughness with the need to meet established deadlines and commitments.
- Develop consensus and commitment to new ideas and/or changes in work processes/resources for effective and timely service delivery. Persuade individuals to accept new ideas/changes by applying logic and analysis of issues.

