**ANNUAL PERFORMANCE REVIEW
FOR CONFIDENTIAL, MANAGERIAL AND PROFESSIONAL STAFF (CMP)**

|  |  |
| --- | --- |
| **Review Period** | **Review Date** |
|  |  |
| **Name** | **Department** |
|  |  |
| **Position Title** | **Position Reports To** |
|  |  |
| **Position Description Last Reviewed** | **Accurately Reflects Current Responsibilities (Yes/No)** |
|  |  |

**GOALS AND OBJECTIVES DURING REVIEW PERIOD
(THIS SECTION IS TO BE COMPLETED BY THE EMPLOYEE)**

**What were the key goals and objectives set from last year and to what extent did you achieve them?**

**(Please outline the Goal/Key Responsibility with the intended deliverable and if you achieved the goal).**

1.

2.

**Did you encounter any barriers to your goals and if so, how did you work through it? (These can be systemic, structural, internal, external, or unexpected.)**

**What were your key learning outcomes while working through your goals and objectives? (Ideas for consideration: Were there any** **new approaches learned that you would carry forward to future years? Is there anything that you think could benefit other departments?)**

 **What are the goals/objectives you would like to set for the upcoming year and what would you expect the target/deliverable to be?**

1.

2.

**Professional Development Opportunities during the evaluation period (Please define the Opportunity, the Timeline in which you participated and the outcome).**

1.

2.

**Professional Development Opportunities to undertake for next review period. (Please describe the opportunity and the intended outcome).**

**DEMONSTRATED BEHAVIOURS AND SKILLS
(THIS SECTION TO BE COMPLETED BY THE SUPERVISOR)**

|  |
| --- |
| **Levels of Performance** |
| Provide an assessment for each of the appropriate performance factors using the following scale: |
| 1 | **Superior Performance** (consistently exceeds expectations) |
| 2 | **Satisfactory Performance** (consistently meets expectations) |
| 3 | **Meets Performance Expectations** (developing at a level to ensure Satisfactory Performance; further coaching/training/development may be required) |
| 4 | **Is not Meeting (**Unsatisfactory; consistently does not meet expectations) |
| N/A | Not Applicable |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB RELATED KNOWLEDGE TO PERFORM EFFECTIVELY** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Understands and applies fundamental knowledge and skills central to the job function. |  |  |  |  |  |  |
| **PRODUCTIVITY** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Maintains an acceptable level of output in achieving standards and results. |  |  |  |  |  |  |
| **COMMUNICATION** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Exchanges ideas and information both verbal and in writing with others. |  |  |  |  |  |  |
| **SOUND JUDGEMENT AND DECISION MAKING** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Analyzes situations, evaluating alternatives, choosing, and implementing a course of action. |  |  |  |  |  |  |
| **INITIATIVE** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Generates new ideas/concepts and taking independent action. |  |  |  |  |  |  |
| **GUIDING, DIRECTING AND DEVELOPING EMPLOYEES** | **1** | **2** | **3** | **4** | **N/A** | **Comments** |
| Assumes leadership role, creates a motivating environment, direct, train, develop and evaluate team members effectively. |  |  |  |  |  |  |

**OVERALL PERFORMANCE RATING**

|  |  |  |
| --- | --- | --- |
| **Please Indicate with “X” below** | **Overall Performance Rating** | **Step Outcome** |
|  | **Superior Performance** (consistently exceeds expectations) | Step Granted |
|  | **Satisfactory Performance** (consistently meets expectations) | Step Granted |
|  | **Meets Performance Expectations** (developing at a level to ensure Satisfactory Performance; further coaching/training/development may be required)  | Step Granted |
|  | **Is Not Meeting (Unsatisfactory)**Performance does not meet minimum position expectations. Remedial action required. NOTE: If Step is withheld, the employee’s performance will be evaluated again not less than 20 working days and not more than 60 working days after their last review.Date of Scheduled follow up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Step Withheld |

**Manager Comments:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Comments:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**