

Human Resources – Annual Performance Evaluations

The Annual Performance Evaluation is to provide the employee and their supervisor an opportunity to discuss job performance, set goals for professional development, discuss expectations and accomplishments, and establish objectives for contributing to the department plan.

Employee Name:	
Department:	Land Governance Office
Employee Position:	
Plan Period:	Date: _____ to Date: _____

The evaluation should be completed for the one year period preceding the last evaluation date. It is essential that the “comments” section of each rating factor is filled in by both the employee and supervisor. Key accomplishments, goals, and objectives the coming fiscal year need to be documented within this form. Training and Development needs for the upcoming fiscal year need to be documented within the work and development plan forms.

In order to prepare for and to complete this evaluation, you will require:

- Current job description
- Land Governance Office Strategic Plan
- Personnel Policy Manual
- Oath of Confidentiality

The “comments” section of each rating factor is filled in by both the employee and supervisor. Key accomplishments, goals, and objectives and training, development needs for the upcoming fiscal year need to be documented within the work and development plan forms.

Once the evaluation is completed by both parties, it is then discussed in detail to ensure employee understanding. All sections of this form are to be completed including signatures from the employee, supervisor, and the next level of management in order to acknowledge the discussion.

Scale
5 – Outstanding <ul style="list-style-type: none">• Individuals in this category demonstrated exceptional ability to exhibit organizational values• All job competence requirements, planned goals, and objectives were achieved well above expectations• Accomplishments were made in unexpected areas
4 – Exceeds Expectations

<ul style="list-style-type: none"> • Individuals in this category consistently exceed expectations in most of the organizational values • All requirements were met and goals and objectives were achieved above the established standards
<p>3 – Solid Performer</p> <ul style="list-style-type: none"> • Individuals in this category consistently meet expectations and at times exceed them in demonstrating organizational values • The requirements of performance were met and goals and objectives were achieved
<p>2 – Developing Performer</p> <ul style="list-style-type: none"> • A rating at this level reflects that the individual is in a growth and learning mode in terms of organizational values and/or job competence • Greater growth and development in the role can and are in the process of being achieved • Developmental goals and skills development support will help this individual continue to learn and grow their capabilities • New employees, newly promoted employees, or transferred employees tend to fall into the growth and development mode • Support: requires support in the form of coaching and feedback to continue making progress
<p>1 – Improvement Required</p> <ul style="list-style-type: none"> • Performance is somewhat below expectations for full competence, but some elements of satisfactory performance are exhibited • A rating at this level anticipates that improvement is achievable • This rating requires that a performance support plan be written • Supervision: Requires greater than usual time and attention by supervisor

PART 1 – General Performance Areas

Indicate the performance level rating for each of the following categories. Comments must be entered and be related to the performance factor. **The performance standards are examples only. You may add other examples in the comments sections.**

Job Skills and Knowledge	
<ul style="list-style-type: none"> • Possesses sufficient job skills to carry out job duties • Has in-depth knowledge of <FN> and its business operations • Applies job skills and knowledge 	<p>Employee Comments:</p> <ul style="list-style-type: none"> •
	<p>Supervisor Comments:</p> <ul style="list-style-type: none"> •

<ul style="list-style-type: none"> Understands job requirements 					
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Planning and Organizing					
<ul style="list-style-type: none"> Aligns work and development plans with departmental strategic plan Work and development plan is practical and measurable Plans and prioritizes workload and meets deadlines Work is well organized and efficient 	Employee Comments: •				
	Supervisor Comments: •				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Communications					
<ul style="list-style-type: none"> Develops and maintains effective working relationships Communicates clearly and effectively, verbally and in writing Works to resolve difficult issues Displays consistent respectful communications 	Employee Comments: •				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Quality of Work					
<ul style="list-style-type: none"> Timely, accurate, and thorough deliverables 	Employee Comments: •				

<ul style="list-style-type: none"> Exhibits professionalism, verbally and in writing Strives to improve work performance Consistent 	Supervisor Comments: <ul style="list-style-type: none"> 				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Initiative					
<ul style="list-style-type: none"> Problem solves using solution oriented ideas Active participant in departmental/organizational activities Actively works to improve own and <FN> capacity Demonstrates willingness to take on and complete additional tasks without direction 	Employee Comments: <ul style="list-style-type: none"> 				
	Supervisor Comments: <ul style="list-style-type: none"> 				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Work Habits					
<ul style="list-style-type: none"> Shows good attendance including punctuality Respects and follows <FN> policies and procedures Follows instructions through to task completion Dependable Displays good teamwork and respectful behaviour 	Employee Comments: <ul style="list-style-type: none"> 				
	Supervisor Comments: <ul style="list-style-type: none"> 				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
Demeanour					
<ul style="list-style-type: none"> Treats all <FN> stakeholders respectfully 	Employee Comments: <ul style="list-style-type: none"> 				

<ul style="list-style-type: none"> Engaged in carrying out job responsibilities Relates well with staff and external clients Exhibits professional behaviour 	Supervisor Comments: <ul style="list-style-type: none"> 				
<i>Supervisor's Use Only</i>	1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding

OVERALL RATING *Supervisor's Use Only*

1 <input type="checkbox"/> Improvement Required	2 <input type="checkbox"/> Developing Performer	3 <input type="checkbox"/> Solid Performer	4 <input type="checkbox"/> Exceeds Expectations	5 <input type="checkbox"/> Outstanding
--	--	---	--	---

PART 2

Key Accomplishments

Employee Comments:	<ul style="list-style-type: none">
Supervisor Comments:	<ul style="list-style-type: none">

PART 3

<input type="checkbox"/> Job Description Reviewed	Supervisor Initials	
	Employee Initials	
<input type="checkbox"/> Personnel Policy Reviewed	Supervisor Initials	
	Employee Initials	
<input type="checkbox"/> Oath of Confidentiality Signed	Supervisor Initials	
	Employee Initials	
<input type="checkbox"/> Employee Learning and Development Plans have been reviewed and are in alignment with the departmental strategic plan	Supervisor Initials	
	Employee Initials	

My signature below indicates the following:

- I have reviewed and discussed my performance with my supervisor
- I have a clear understanding of what is expected of me in the upcoming performance period
- I am in agreement with the evaluation unless otherwise noted in the employee comments section

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Manager / HR / Administrator

Name: _____

Title: _____

Signature: _____

Date: _____