



PERFORMANCE REVIEW FORM

Seasonal, Students, Interim Replacement Employees
(Museum, Library, Memorial Sports Centre, Public Works, Parks / Cemeteries)

Performance Management is the ongoing process through which managers work with individual employees to plan, support, and improve the employee's on the job performance.

NAME: _____

DIVISION: _____

POSITION TITLE: _____

SUPERVISOR: _____

STATUS: () Seasonal () Student () Probationary () Interim/On-Call

This reviews performance for the period: From _____ To: _____

OVERALL ASSESSMENT OF PERFORMANCE

- E – EXCELLENT: Significantly and consistently exceeded the standard 5 Points
- V – VERY GOOD: Exceeded the standard 4 Points
- S – SATISFACTORY: Met the standard 3 Points
- ID – IMPROVEMENT DESIRED: Did not meet the standard 2 Points
- IE – IMPROVEMENT ESSENTIAL: Significantly below the standard 1 Point
- N/A – NOT APPLICABLE: Component not included in everyday duties N / A

This performance appraisal has been reviewed with me and I have received a copy.

Employee's signature _____ Date: _____

This performance appraisal has been completed by me and reviewed with the employee.

Supervisor's Signature: _____ Date: _____

Once completed, discussed and all signatures obtained, the original of this form is to be forward to the Human Resources Department for retention in the employee's personnel file.

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
JOB KNOWLEDGE AND ACHIEVEMENT							
1	Understands Job Methods and Procedures						
2	Plans work assignments						
3	Optimizes use of available resources						
4	Work is thorough and accurate						
5	Works in a safe manner						
6	Adheres to applicable regulations and policies, procedures, standards and guidelines						
7	Utilizes tools / equipments carefully and appropriately						
8	Resolves problems / enquiries promptly and effectively						
9	Keeps supervisor informed						
ATTITUDE / INITIATIVE							
10	Manages time effectively						
11	Ability to suggest and / or take action independently						
12	Is dependable and punctual. Arrives and starts on time.						
13	Has minimal absenteeism.						
14	Is flexible / adaptable to change						
15	Demonstrates ownership and commitment to job						
16	Shows pride and professionalism in work						
17	Works co-operatively / effectively with others						
18	Is friendly and helpful toward all contacts						
19	Demonstrates concerns for others safety						
20	Contributes to a positive, productive work environment						
Total (out of a possible 100 points)*		+	+	+	+	=	

*If there is an N / A, please adjust the total score accordingly (i.e., 3 N/As – total score is out of 85)

STRENGTHS, CONTRIBUTIONS, AND ACCOMPLISHMENTS

(comment on outstanding performance issues here)

AREAS FOR DEVELOPMENT / SUGGESTED TRAINING

(In addition, where 'improvement required' performance issues have been identified, be specific including timeframes and results expected)

SUPERVISOR'S GENERAL COMMENTS

EMPLOYEE'S GENERAL COMMENTS

RECOMMENDED FOR RE-HIRE?

Yes

No

OBJECTIVES FOR THE PERIOD _____ **To** _____
(be specific including time frame and results expected)

IMMEDIATE SUPERVISOR

If recommended for progression in the salary / wage range, please attached completed New Hire / Change of Employee Information Form.