

# TOWN OF MINTO

## Performance Appraisal Form

**Instructions:** Immediate Supervisor to complete for Staff Member. Complete Parts 1, 2 and 3. Part 2 can be completed prior to meeting with Immediate Supervisor; Part 3a) should be completed together.

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

Employee's Name: \_\_\_\_\_

Job Position: \_\_\_\_\_

Department: \_\_\_\_\_

Completed by: \_\_\_\_\_

Appraisal Period: from: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
CAO/Clerk Signature

### Supervisor's Checklist:

- ☐ Have a copy of last updated job description? (Review any changes with employee and forward to CAO/Clerk to be updated)
- ☐ Copy of most recent Employee Manual? Review any updates or changes. Ask employee if any questions.
- ☐ Copy of last year's performance review? Review with staff member.
- ☐ Discussion of Health and Safety Requirements?

### Performance Level and Step Movement Eligibility:

Current Step on Pay Grid \_\_\_\_\_ Recommended Step Movement (circle): yes or no

	Rating Scale
<b>U</b>	<b>Unacceptable</b> – Consistently fails to meet job duties and expectations, immediate and extensive improvement needed to meet job requirements.
<b>N</b>	<b>Needs Improvement</b> – Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
<b>M</b>	<b>Meets Expectations</b> – Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
<b>E</b>	<b>Exceeds Expectations</b> – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
<b>S</b>	<b>Superior</b> – Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

## Performance Appraisal Report

### **PART 1: FACTOR CHECK**

#### **FACTOR #1 - ACHIEVEMENT OF RESULTS**

Achieved previous goals/objectives, Successfully completes assigned projects, Meets set deadlines, Successfully produces required volume of work, Organizes work environment, Uses resources effectively and efficiently

U N M E S

**Comments required below.**

Employee

Supervisor

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#### **FACTOR # 2 - INITIATIVE AND PLANNING**

Asks for assistance when needed, Willingly takes action without specific instructions, when appropriate. Creative, Independently establishes sound objectives or priorities, Develops and maintains schedules or courses of action, Follows all procedures & policies, Willingly takes on new or increased responsibilities, Undertakes self-development activities

U N M E S

**Comments required below.**

Employee

Supervisor

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#### **FACTOR # 3 - QUALITY OF WORK**

Completes work in a timely and efficient manner, Ensures work is thorough and accurate, Requires thorough and accurate work from others, Decision making is proactive & does not procrastinate, Innovative creative problem solving, Looks for ways to improve and promote quality, Monitors own work to ensure quality and quantity.

U N M E S

**Comments required below.**

Employee

Supervisor

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## Performance Appraisal Report

### **FACTOR # 4 - GENERAL QUALITIES AND ABILITIES**

#### **SUBFACTORS**

#### **Rating**

Attendance Record, Punctuality, Time management skills, Organizes work environment, Interested in work, Ability to handle a number of tasks simultaneously, Willingness to spend extra time at work when required, Willingness to learn and stay informed on relevant work related issues Willingness to accept new ideas and approaches Develops positive working relationships and contributes to group success. Leadership?

U N M E S

**Comments required below.**

Employee

Supervisor

### **FACTOR #5 - JUDGEMENT**

Ability to analyze problem situations quickly and accurately. Problem solving? Ability to make sound decisions when required, Ability to react to adversity in a logical and practical manner Ability to prioritize work.

U N M E S

**Comments required below.**

Employee

Supervisor

### **FACTOR # 6 - COMMUNICATION AND INTERPERSONAL SKILLS**

Uses effective verbal communication skills, Uses effective written communication skills, Ability to work in a team environment, Uses effective communication skills with colleagues, Uses effective communication skills with public, Ability to accept direction and constructive criticism. Supervisory skills?

U N M E S

**Comments required below.**

Employee

Supervisor

## Performance Appraisal Report

### **FACTOR # 7 - JOB RELATED SKILLS**

Proficient in required skills and knowledge, Demonstrates ability to learn new skills, Keeps current with new knowledge and skills, Requires minimal supervision, Understands government organizational relationships, Has thorough knowledge and understanding of departmental policies and procedures, Skills and knowledge of computer applications or machines or equipment required for the job.

U N M E S

#### **Comments required below.**

Employee \_\_\_\_\_

Supervisor \_\_\_\_\_

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### **FACTOR # 8 – CUSTOMER/PUBLIC RELATIONS**

Exhibits courtesy and care, Deals with difficult customers, takes responsibility in representing the municipality's intended image, Displays appropriate business etiquette, Responds to internal and external customers in a timely manner.

U N M E S

#### **Comments required below.**

Employee \_\_\_\_\_

Supervisor \_\_\_\_\_

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# Performance Appraisal Report

## **PART 2: LEADERSHIP CHECK**

To be completed by staff member receiving the evaluation before meeting with Supervisor.

Below is a list of Leadership and Managerial competencies which includes behaviours, skills, and traits. Please identify the six (6) competencies that best represent your strengths in the first column, and the six (6) competencies that best represent the strengths of your favourite leader you have encountered.

You Fav	Competency	Definition
	Accountability	Holds self and others to responsibilities and commitments.
	Business Savvy	Interpreting in advance the impact of decisions on others.
	Change Management	Supporting and implementing Company's change initiatives.
	Coaching	Explaining expectations clearly and gaining agreement on actions.
	Developing Others	Encourages ongoing growth and development.
	Diversity Management	Treating all people fairly regardless of differences.
	Empowerment	Expressing confidence in the ability of employees
	Financial Acuity	Managing company financial resources wisely.
	Inspiration	Inspires others through words and actions.
	Interpersonal Relationships	Interacting effectively with a diverse group of people.
	Motivating Others	Positively impacting the actions of others to achieve success.
	Mentoring	Sharing knowledge / expertise to enhance development of others.
	Patience	Exhibiting calm endurance of difficulty, provocation, or annoyance.
	Performance Management	Setting, managing, and coaching to performance objectives.
	Problem Solving/Decision Making	Defining issues, examining alternatives and effects.
	Project Management	Overseeing project to complete on time and on budget.
	Recognition and Feedback	Providing performance direction through fair feedback.
	Strategic Leadership	Maintaining a "big picture" perspective.
	Tactical Leadership	Directing the actions and results of individuals and teams.
	Training	Transfers knowledge using a variety of adult learning methods.

# Performance Appraisal Report

## **PART 3s): GOAL CHECK:** Complete during meeting with Immediate Supervisor

Check yes or no to the following where applicable.

### **Leadership**

Do you understand the strategic vision for Minto?

Have you communicated the vision to your staff? Or has the vision been communicated to you?

Do you understand the strategic mission for Minto?

Have you communicated the mission to your staff? Or has the mission been reviewed with you?

Are you aware of the guiding principles in Strategic Plan (transparency, high level customer service, response commitment to email or phone inquiries, diversified, accommodating, versatile, well trained workforce, focus on quality and affordability?)

Do budget business plans align with the vision and mission?

Are you a good listener?

Do you demonstrate empathy to your staff?

### **Management**

Is there a strong team in place to achieve strategic direction of your Department?

Is performance being managed effectively?

Are people being held accountable?

Have you had discussions regarding succession planning in your Department?

### **Financial Performance**

How was the budget process as far as business plans, performance measures and presentation?

Are capital expectations consistent with strategic and asset management plans?

Is the set budget being met?

Are budget increases justified?

Have cost savings been sufficiently investigated?

Is innovation apparent in the Department Operations?

Are you aware of the overall financial position of the Town?

### **Marketing**

Are your web materials to support your operations complete?

Do you have other mechanisms in place to promote your Department?

Are you measuring public perception of your Department?

### **Operations**

Are the processes and procedures in place to govern on-going activities?

Are there incentives in place to follow procedures and respond to the public?

Is there sufficient training for your staff?

Are you monitoring and responding to performance?

For any “no” answers above please list and address in as short, long or additional goals below

## Performance Appraisal Report

### **PART 3b): GOALS**

The following short and long term goals for improvement of employee performance will be developed in collaboration with the reviewer(s) and will vary for each person. Goals should reflect the results of the performance appraisal.

The goals may address the following questions:

1. What has to be improved?
2. What training/education programs will be undertaken as a result of the assessment?
3. What is the time frame necessary to reach these goals?
4. What are some of the specific measurable output goals?
5. What are the employee's interests?

#### **Short Term Goals (Six months to one year)**

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#### **Long Term Goals (one to four years)**

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#### **Any additional goals or comments (personal, educational, career)?**

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The undersigned have reviewed and discussed this performance review.

\_\_\_\_\_  
Employee's Signature

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Supervisor's Signature