

TEMPLATE: Performance Development Plan

From the Canadian Clay & Glass Gallery and is used on an annual basis for the review of staff. Both the employee and the supervisor complete this form and meet to compare and discuss the results.

Name:

Staff Position:

Date:

Appraisal Period:

Employee Signature:

Director Signature:

Recommended Action:

Employee Comments:

INSTRUCTIONS: Consider each phrase below separately. Decimals are NOT to be used. Please fill out each question to the best of your ability.

- 0 = Unsatisfactory Performance** (*Employee behaves contrary to the expected behaviour*)
- 1 = Needs Improvement** (*Behaviour is inconsistent*)
- 2 = Meets Expectations** (*Behaviour is consistent*)
- 3 = Above Expectations** (*Behaviour is consistent and often exceeds expectations*)
- 4 = Role Model** (*Behaviour consistently exceeds expectations. Excellence stands out*)

Questions

Responses

1. Innovation and Creativity

Demonstrates innovation, acceptable risk-taking, imagination, takes initiative and seeks out better ways of performing work.

Self Comments	
Self Score	
Director Comments	
Director Score	

2. Organizational Vitality / Personal Growth

Actively involved in learning, growing, and developing skills.

Self Comments	
Self Score	
Director Comments	
Director Score	

3. Responsiveness

Takes ownership of citizen/customer/team member requests and follows up in a professional timely and courteous manner.

Self Comments	
Self Score	
Director Comments	
Director Score	

4. Leadership

Actively works toward the achievement of team targets.

Self Comments	
Self Score	
Director Comments	
Director Score	

5. People Emphasis

Treats others with dignity, respect and trust.

Self Comments	
Self Score	
Director Comments	
Director Score	

6. Communication

Listens effectively and makes themselves understood.

Self Comments	
Self Score	
Director Comments	
Director Score	

7. Integrity

Matches words with Action. Accepts responsibility.

Self Comments	
Self Score	
Director Comments	
Director Score	

8. Participation

Actively contributes to ideas, activities, tasks and improvement of the team and work processes.

Self Comments	
Self Score	
Director Comments	
Director Score	

9. Commitment

Demonstrative commitment to the achievement of individual, team an organizational goals.

Self Comments	
Self Score	
Director Comments	
Director Score	

10. Competent People

Has the knowledge, skills and abilities needed to effectively perform the job function and achieve the Team's objectives.

Self Comments	
Self Score	
Director Comments	
Director Score	

11. Creates and maintains a safe workplace.

Self Comments	
Self Score	
Director Comments	
Director Score	

12. Organizes work to meet expected deadlines of the Business Unit.

Self Comments	
Self Score	
Director Comments	
Director Score	

13. Maintains a high quality standard of work.

Self Comments	
Self Score	
Director Comments	
Director Score	

14. Takes independent action when appropriate.

Self Comments	
Self Score	
Director Comments	
Director Score	

15. Makes timely decisions, exercising good judgement.

Self Comments	
Self Score	
Director Comments	
Director Score	

16. Keeps team and team leader informed.

Self Comments	
Self Score	
Director Comments	
Director Score	

17. Written communication is clear and concise.

Self Comments	
Self Score	
Director Comments	
Director Score	

18. Deals with conflict effectively and builds relationship within the team.

Self Comments	
Self Score	
Director Comments	
Director Score	

19. Earns the trust of others.

Self Comments	
Self Score	
Director Comments	
Director Score	

20. Is positive and actively supports actions and decisions of the Team and the Organization.

Self Comments	
Self Score	
Director Comments	
Director Score	

21. Shares credit and recognition with others.

Self Comments	
Self Score	
Director Comments	
Director Score	