

Review Requirements

Employee Name: _____ Type of Review: _____

Anniversary Date: _____ Service Area: _____

Next Review Date: _____

	Yes	No	N/A	Employee Initials
Performance Review Completed	_____	_____	_____	_____
Offer of Employment Reviewed	_____	_____	_____	_____
First Aid Has Remained Current & Verified	_____	_____	_____	_____
CPR Has Remained Current & Verified	_____	_____	_____	_____
Vehicle Insurance Has Remained Current & Verified	_____	_____	_____	_____
Business Insurance Has Remained Current & Verified (as applicable)	_____	_____	_____	_____
Class IV License is Current & Verified (if applicable)	_____	_____	_____	_____
Copy of Drivers Abstract Attached (if applicable)	_____	_____	_____	_____
Aboriginal Awareness & ASSIST Training (if applicable)	_____	_____	_____	_____
Child Welfare Information Check Every 3 years (if applicable)	_____	_____	_____	_____
Criminal Record Check Every 3 years	_____	_____	_____	_____

PLEASE CHECK THE APPROPRIATE LINE AND SIGN BELOW

(This section is to be completed by the Coordinator, Executive Director/Services Director)

Does this employee meet the required measurements for this appraisal Yes _____ No _____

Employee Signature

Date

Coordinator Signature

Date

Supervisor

Date

Executive/Services Director

Date

Increment Recommended: _____

Reason: _____

Letter Forwarded To Employee re: Status of Increment

Date

Office Manager Signature: _____

Requirements

Has reviewed and understood the following

Empl. Init

- 1. ASC's Mission, Vision, Principles and current organization goals
- 2. Confidentiality Policy and Procedure
- 3. Code of Ethics Policy and Procedure
- 4. Safety Commitment Policy
- 5. Position Description

Accomplishments and most important contributions to ASC are:

PERFORMANCE APPRAISAL

PROCEDURE:

Under each Key Performance Area (KPA) are measurements, and beside each measurement is a box. In the box place the number that corresponds with the appropriate performance level of the person being evaluated. If there are concerns regarding specific measurements, or if a special note is needed around a particular measurement, a short comment can be written in the appropriate space.

KEY:

- 4 = Not able to assess at this point**
- 3 = Needs Improvement**
- 2 = Meets Measurement**
- 1 = Exceeds Measurement**

A '4' is placed beside a measurement if the employee has not yet been in a situation where they could be properly evaluated on that measurement.

A '3' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is lacking in accordance to that measurement.

A '2' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is meeting that measurement.

A '1' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is excelling in regards to that measurement.

KPA: ATTENDANCE / PUNCTUALITY

Standard: To have regular and punctual attendance as per employee requirements.

MEASUREMENTS:

- Arrives for scheduled shifts all of the time
- Is ready for shift / work at scheduled time
- Is ready / on site for meetings, courses and in-services
- Gives proper notification of absences (shifts, service meetings, general meetings, in-services, etc.)
- Follows through on registration and course attendance

Comments: _____

KPA: FLEXIBILITY & ADAPTABILITY

Standard: To maintain adaptability and flexibility to meet the changing needs and goals of individuals and the agency.

MEASUREMENTS:

- Willingness to change scheduled shifts to meet demands
- Focus remains on quality of service during changes (e.g.: environment remains positive)
- Productivity / volume of work remains consistent during change (e.g.: continues to complete job requirements)
- Demonstrates actions that facilitate change (e.g.: implements new ideas, participates in change, initiates change, planning for change)
- Recognizes and responds to evolving nature of work

Comments: _____

KPA: DOCUMENTATION / COMMUNICATION

Standard: To communicate as per ASC philosophy, respecting the mission, vision, principles and according to ASC guidelines.

MEASUREMENTS:

- As per ASC Policy & Procedure ensure all necessary documentation is accurate, factual, signed dated, respectful and within appropriate timelines
- Respects confidentiality as per ASC Policy and FOIPP (Freedom of Information and Protection of Privacy) guidelines
- Communication is presented in a positive and respectful manner
- Communication is in plain language (all stakeholders)
- Verbal and written communication is clear, concise, and factual
- Acknowledges all forms of communication and usage preferences (e.g.: audio, visual, sign language)
- Shares information with all stakeholders - verbally and or written, following ASC Policy and Procedure guidelines
- Demonstrates agency beliefs and values through communication techniques

Comments: _____

KPA: HEALTH AND WELLNESS

Standard: To promote and maintain safe and healthy environments for oneself and others as per ASC Policy and Procedure, Provincial Guidelines (Occupational Health and Safety) and Accreditation Standards.

MEASUREMENTS:

- Meets mandatory requirements - as applicable (First Aid, CPR, PBI, Business Insurance)
- Meets association, regional & provincial guidelines related to the work area (e.g.: Abuse Protocol, Protection of Persons In Care Act, WHMIS [Workplace Hazardous Materials Information System], Risk Assessing Policy, Mistreatment of Individuals Policy, Child Protection Legislation)

- Meets service delivery guidelines and philosophy as documented in ASC Policy and Procedure manual with respect to Health and Safety
- Demonstrates and practices personal safety and well-being (WHMIS, body mechanics, working safely alone) and follows Human Resource guidelines as applicable
- Promotes well-being of persons served / customer

Comments: _____

KPA: CREATIVITY

Standard: Demonstrates creativity in promoting ASC's Vision, Mission and Principles.

MEASUREMENTS:

- Develops or thinks of new ideas / projects and ways of doing things
- Demonstrates motivation to try new things / ideas
- Teaches and utilizes teachable moments
- Makes innovations to equipment
- Offers options when solving problems
- Strives for continuous improvements
- Uses and shares natural talents

Comments: _____

KPA: PROFESSIONALISM

Standard: Practices and adheres to Association Code of Ethics and promotes ASC Vision, Mission, Principles

MEASUREMENTS:

- Maintains confidentiality as per ASC Policy and Procedure
- Attempts to maintain a respectful rapport with person served / customer, families, coworkers, supervisors and community members
- Acknowledges and respects others dignity and self-worth
- Represents ASC in a positive manner
- Problem solves issues through appropriate channels and means
- Uses and follows ASC Policy and Procedure Manual
- Takes initiative to learn and recognizes the need to learn
- Personal appearance reflects suitability to occasion & activity
- Advocate for rights of the person served / customer

Comments: _____

KPA: ORGANIZATIONAL SKILLS

Standard: Completes duties as required in a timely manner.

MEASUREMENTS:

- Manages time to accomplish work
- Has an organized system and knows where information and materials are
- Maintains shared workspaces in an equally agreed upon way
- Knows and accurately completes duties
- Asks questions when not sure about duties
- Consistently meets deadlines
- Asks for assistance to set priorities when there are many tasks to do
- Plans the work to be done and follows through

Comments: _____

KPA: TEAM SKILLS

Standard: To practice team skills to promote effective planning, decision making and continuous improvement.

MEASUREMENTS:

- Involves people in decision making when they will be impacted by the decision
- Recognizes team(s) that he/she are a part of
- Follows through on responsibilities and commitments
- Uses effective meeting skills (e.g.: organized, agenda, know their role, attendance, minutes, follow ground rules)
- Focuses on processes and discourages personal fault finding or blame
- Follows through on individual and team goals & organizational vision
- Uses effective communication skills (e.g.: respectful language and tone of voice, effective listener)
- Uses effective problem solving skills (e.g.: checks available information in ASC Policy and Procedure Manual, Information Package, etc.)
- Talk and listen to person with whom you may have a disagreement or issue
- Is supportive to all team members (e.g.: shares knowledge and skills)
- Focuses on the person served / customer
- Uses resources to promote team processes

Comments: _____

QUESTIONS TO HELP THINK ABOUT GOAL SETTING:

What interests you?

What excites you?

What do you want to do more of or learn more about?

What improvements can you make for yourself? For the organization?

What is a challenge for you? What would you like to challenge yourself with?

KPA: Goal Setting

GOAL #1

WHAT IS YOUR GOAL?

WHY ARE YOU SETTING THIS GOAL?

HOW DO YOU PLAN TO REACH YOUR GOAL? Include a time line.

Review of Goal: Progress to date.

GOAL #2

WHAT IS YOUR GOAL?

WHY ARE YOU SETTING THIS GOAL?

HOW DO YOU PLAN TO REACH YOUR GOAL? Include a time line.

Review of Goal: Progress to date

GOAL #3

WHAT IS YOUR GOAL?

WHY ARE YOU SETTING THIS GOAL?

HOW DO YOU PLAN TO REACH YOUR GOAL? Include a time line.

Review of Goal: Progress to date

GOAL #4

WHAT IS YOUR GOAL?

WHY ARE YOU SETTING THIS GOAL?

HOW DO YOU PLAN TO REACH YOUR GOAL? Include a time line.

Review of Goal: Progress to date

Employee

Date

Supervisor

Date

Coordinator

Date

Executive/Services Director

Date