

Performance Review Package - Employee

Employee Name: _____ **Service Area:** _____

Instructions for use (Work Instructions):

1. When given the Performance Review Package, have it completed in time to meet with your Supervisor
2. Locate, read, understand and ask questions regarding required policy review and initial on the form
3. Review the Position Description specific to your position
4. Describe three of your strengths as it relates to your position description and work expectations
5. Describe three areas for improvement as it relates to your position description and work expectations
6. Review and evaluate the goals you set last year and describe if you met them and if not, why?
7. Describe your accomplishments and most important contributions to ASC
8. Optional: Discuss with you team members regarding where they feel your greatest strengths are and describe them
9. Answer questions on the last page of the Performance Review Package to help you start thinking about future goals
10. Bring the completed package to the meeting that was set with your Supervisor

Binder(s):	Human Resources						Page:	1 of 4
Section(s):	Compensation: Salary and Payroll Administration	A	Jul 29/15					
Program Area(s):	Adult Services							

I have reviewed and understood the following

Emp. Initial

- ASC’s Mission, Vision, Principles _____
- Rights Policy and Procedure _____
- Confidentiality Policy and Procedure _____
- Code of Ethics Policy and Procedure _____
- Mistreatment & Abuse Policy and Procedure _____
- Responding to Situations or Behaviours of Concern
Policy and Procedure _____
- Medication Administration Policy and Procedure _____
- Safety Policy and Procedure _____
- Documentation Policy and Procedure _____
- Handling of Individual’s Funds Policy and Procedure _____
- Position Description _____

Describe three of your strengths as it relates to your position description and work expectations:

Binder(s):	Human Resources					Page:	2 of 4
Section(s):	Compensation: Salary and Payroll Administration	A	Jul 29/15				
Program Area(s):	Adult Services						

What does my team say about what my strengths are (optional)?

In your position with ASC, what interests you?

What do you want to do more of as it relates to your work?

Describe anything that you want to learn more about as it relates to your work?

What improvements can you make that benefit the Service Area(s) you work in?
Benefit the Organization?

What can ASC do to support you in your areas of improvement?

Binder(s):	Human Resources					Page:	4 of 4
Section(s):	Compensation: Salary and Payroll Administration	A	Jul 29/15				
Program Area(s):	Adult Services						