



Employee's name:	
Job title:	
Review period:	
Supervisor's name:	
Date of review:	
'How To Section' – <i>provide instructions on how to complete the forms</i>	

Key work objectives	Performance measures (<i>Indicators</i>)
To be completed at the beginning of the performance management cycle.	
1)	
2)	
3)	
4)	
5)	

Key work objectives assessment		
To be completed at the end of the performance management cycle.		
Rating scale: 1. Exceeded objective, 2. Met Objective, 3. Did not meet objective		
Objective	Results achieved	Assessment 1,2,3 (see scale above)
1) <i>Same objective as listed above.</i>	<i>What was achieved: overall result plus quantity, quality, cost, time frame and so forth.</i>	<i>How well did the results compare to the measures established at the beginning of the cycle.</i>
2)		
3)		
4)		
5)		

Training objectives	Relationship to responsibilities	Activities	Results
To be completed at the beginning of the performance management cycle.			To be completed at the end of the performance management cycle
Development objectives	Relationship to career plan	Activities	Results
To be completed at the beginning of the performance management cycle.			To be completed at the end of the performance management cycle

Summary		
The employee's overall performance is described.		
Overall rating		
___ Exceeded expectations	___ Met expectations	___ Did not meet expectations

By signing this performance management form, both parties acknowledge that they have read and discussed the contents of the form.

Employee's signature: _____ Supervisor's signature: _____

Date: _____

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization