



SOCIETY OF ST. VINCENT DE PAUL OF VANCOUVER ISLAND EMPLOYEE PERFORMANCE REVIEW

NAME: _____

PROGRAM: _____

POSITION: _____

REVIEW PERIOD: _____

Introduction

As part of the annual employee performance evaluation and review process, St. Vincent de Paul managers complete a performance evaluation for each employee who report to them. If an employee has reported to more than one manager during the review cycle, the employee can expect a separate performance appraisal from each manager to whom the employee reported for more than three months.

St. Vincent de Paul values its employees and considers the annual job performance review by their managers as one of the most important opportunities during the course of the year for the employee and the manager to discuss areas of mutual interest and concern. The purpose of the performance evaluation is to assist the employee and the manager in focusing on key job performance issues and to facilitate a constructive and objective discussion of accomplishment, as well as areas where improvement and further growth is needed.

This employee review is given, along with a copy of the employee's most recent job description, to the employee a few days before the performance meeting with the manager. The employee is asked to review their job description and fill in a self appraisal to the best of their ability. In addition, the employee is asked to write down some of their accomplishments and areas they would like to improve on during the next year. At the same time the manager will complete the employee evaluation (using the format below), leaving section (5) blank (to be filled out at the meeting with the employee).

This review form is structured so that a manager first considers the employee's (1) skills and qualities. If the employee is a manager, an additional section is provided to evaluate particular (2) managerial skills. The next section addresses the employee's (3) major accomplishments during the review period and then formulates comments and possible (4) areas for improvement concerning the job performance. At the end of each section, the manager assigns an overall performance rating, which is determined by the total overall performance as it relates to the essential elements of the particular job. At the end of the review form the manager formulates (5) goals and objectives for the next review period which is augmented or changed during the mutual discussion between manager and employee.

Definitions

Rating	Description
Far Exceeds Requirements	Consistently outstanding work
Exceeds Requirements	Frequently but not always exceeds most requirements
Meets Normal Requirements	Satisfactory work
Marginally Meets Requirements	Often does not achieve expected work results
Does not meet Requirements	Does not meet job requirements

(1) Detailed Performance Evaluation (for all employees)

A. Job Knowledge

Understands job-related procedures, methods, equipment and scope of responsibility. Review of the employees current job description should be included and attached.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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B. Commitment, Reliability, and Execution to Deadlines

Is consistent and dependable. This may include punctuality and attendance.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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C. Personal Productivity and Efficiency

Completes acceptable work amounts within appropriate time limits. Adjusts speed and assigns priorities to meet peak loads. Uses time and material resources efficiently.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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D. Quality, Accuracy and Thoroughness of Work Output

Completes work thoroughly and according to expected quality with minimum errors.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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E. Planning and Organizing

Sets direction, goals, objectives, and prioritizes tasks and projects.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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F. Initiative

Initiates activities without being told to do so, requires minimal supervision, completes tasks without follow-up, and seeks out new tasks when work is completed.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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G. Teamwork

Cooperation with others and contributions to team efforts. Committed to the team's continued success.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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H. Communication Skills

Communication skills include written and oral expression and the way the employee puts forth ideas and provides information to others.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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Total overall performance as it relates to the essential job elements in this section 1. (Choose one only)				
Does not meet	Marginally meets	Meets Normal	Exceeds	Far Exceeds

requirements	Requirements	Requirements	Requirements	Requirements
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(2) Management Performance Evaluation

Complete the following section **ONLY** if budgetary or supervisory responsibilities are required.

A. Leadership

Is decisive, takes charge, influences and encourages others, builds a supportive team and is a good role model. Effectively motivates employees to meet or exceed work goals. Establishes trust.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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B. Administrative Skills

Understands and executes company policies, rules, regulations and work practices effectively and efficiently; completes company documentation, reports or records.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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C. Budget and Cost Control (if part of the position)

Accurately forecasts and maintains budgetary projections. Controls operating costs by monitoring expenses and by effectively utilizing staff, materials, and equipment.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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D. Employee Staffing, Involvement, Morale and Retention

Effectively evaluates skills, knowledge, aptitudes, and interests of employees who work with the person being evaluated. Listens carefully, provides feedback, and takes appropriate corrective action, if warranted. Succeeds in hiring successful employees.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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E. Commitment to Mission:

Demonstrates in daily actions, thinking and decisions, a commitment to our basic values and guiding principles. Recognizes, respects, communicates and proactively supports mission.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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F. Customer/Client/Participant Service Focus(Internal & External):

Represents, understands and anticipates customer/client/tenant needs, resolves concerns in a timely manner and maintains a service orientation. Solicits feedback, and uses to improve service and satisfaction.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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Total **overall** performance as it relates to the **essential job elements** in this section 1.
(Choose one only)

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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(3) Major Accomplishments and Strengths**(4) Areas for Improvement****(5) Goals and Objectives**

Performance planning through goals and objectives focuses on actions and activities to promote, improve and enhance performance. The plan should support strategic initiatives and is developed jointly by the supervisor and employee. The performance plan may include development activities such as training, coaching, research, job expansion, special projects, personal development and/or new initiatives. The performance plan should be monitored with a scheduled interim review.

The plan should meet "SMART" criteria.

S	Specific
M	Measurable
A	Achievable
R	Relevant
T	Time centre

PERFORMANCE PLAN

GOALS AND OBJECTIVES These relate to behaviour, skills, knowledge, attitudes, values, conditions, status and other measures.	INTERIM REVIEW	TARGET DATE
1.		
2.		
3.		

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6. Overall Performance

Taken as a whole, rate the overall performance.

Does not meet requirements	Marginally meets Requirements	Meets Normal Requirements	Exceeds Requirements	Far Exceeds Requirements
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7. Employee Comments

8. Supervisor Comments

By signing below, I acknowledge that I have received this review by my supervisor or manager, as authorized by the Society. My signature does not mean that I necessarily agree with this evaluation, only that I have received it. I understand that I may answer all or any part of this evaluation, and that such answer will be attached to this review.

Employee Signature _____

Date _____

Print Name _____

Next Level Manager _____

Date: _____

Read by _____

Date: _____

Executive Director or H/R Chairperson