

Performance Review

Employee:	Position:
Supervisor:	Location:
Date of Review:	

Type of Performance Review

☐ **First year review** ☐ **Biennial review**

_____ considers the performance factors listed below to be critical for the success and development of employees so we can achieve our mission and vision as an organization.

To prepare for your Performance Development plan, please review the DS Core Competency website <https://www.dscorecomp.com/>

Your Core Competency evaluation is based on your values, traits and behaviours that you demonstrate when directly or indirectly supporting a person to live a more inclusive and fulfilling life. Each Core Competency has a growth model that increases in sophistication and complexity. On this site, you will find examples of the behavior that staff exhibit in each level, there is also a Development Resource guide with activities to help you practice and plan for development to the next level of a Core Competency.

Self-knowledge is the foundation of effective career planning. We encourage you to complete the Self-Assessment tool found on the website prior to your performance development meeting with your Manager. Through self-assessment, you will identify your professional strengths and areas for further development.

Part I: Indicates the Core Competency growth level that the employee demonstrates. To move to the next level, they need to **demonstrate the competency on a consistent basis**.

Part II: Additional factors to be successful in your role.

It is imperative that feedback is open and honest as we need to cultivate professional relationships that support each other to grow in our jobs. Give specific and relevant examples that have been demonstrated, remembering to use the STAR method (Situation/Task/Action/Results).

Additional elements may be added through the evaluation discussion. Objectives and goals from the previous performance period will be reviewed and considered as a new Performance Development Plan is established.

At the conclusion of the performance review meeting both supervisor and employee will be required to sign and date the performance review. A copy will be provided to the employee, one will be kept on the employee's personnel file and one will be placed in supervisor's working file.

Part I –Core Competencies

Competency	Check off Growth Level demonstrated
Advocacy: Is the desire and determination to champion a cause or issue, and try to get others to support it. It recognizes the importance of amplifying the voices of the person/family and creating space for them to advocate on their own behalf.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	

Building Relationship: Is about intentionally collaborating to develop meaningful relationships with people supported, co-workers, families, community partners and other stakeholders. It is about seeking opportunities to create collaborative partnerships to meet mutual goals. From a sustainability perspective, building relationships is about fostering past relationships, understanding the current context and how to ensure reciprocal satisfaction. It also means anticipating future possibilities of partnerships.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Championing Change and Innovation: Is about being flexible and adaptable to changing environments work effectively with various people and groups. Involves an open mindset to understand, appreciate and empathize with different and opposing perspectives. Having a clear vision for change, and communicating this in a way that all people are included and understand what the change means to them. Involves demonstrating a personal commitment to change through actions and words.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Facilitate Growth and Development: Is about facilitating self-directed growth and development. It fosters self-determination and independence. It intentionally supports the long-term learning or development of others through coaching, recognition, encouragement, and feedback.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Inclusive Leadership: Is about organizing people and processes toward accomplishing a goal. This is done through coaching, mentoring, and motivating others towards a vision, commitments, and goals. Effective leaders foster an inclusive and positive environment. Leaders consistently act and think with personal integrity, as well as with concern for, and sensitivity to, the fundamental values and ethics of the people receiving support/families, the agency/organization/sector and the profession. It includes the capacity for sound ethical judgement in a diverse and ethically complex environment, and in the face of ongoing pressures and constraints to continually promote excellence.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	

Problem Solving and Decision Making: Is the demonstration of behaviours that enable one to identify and solve problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action. It involves the willingness to, and demonstration of, behaviours associated with taking a creative approach to problems or issues. It includes “thinking outside of the box” to go beyond the conventional, and to explore creative use of resources.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Resilience: Involves maintaining stamina and performance under continuing stress, and to act effectively under pressure. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance. It involves keeping one’s emotions under control and restraining negative responses when provoked. It includes expressing or resolving stressful situations in an appropriate way that doesn’t harm self or others.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Resource Management: Is the capacity to plan, effectively leverage and optimize resources (people, processes, financial resources, technology etc.). It means that resources are allocated efficiently to provide high quality support. This includes human resource management, which ensures that people have the right skills, capabilities, behaviours, and tools.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	
Strategic Thinking: Requires initiative, which is the ability to independently decide what to do and when to do it without relying on someone else’s direction for short and long-term impacts. People who demonstrate strategic thinking take initiative to thoughtfully respond to current situations and are able to proactively anticipate future opportunities and challenges while ensuring a person directed approach. It is understanding trends and issues, and translating these into ideas, advice and activities that impact various stakeholders.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	

Valuing Equity, Diversity and Inclusion (EDI): Uses social competence to understand and respect the practices, customs and values of all people and cultures. It is the ability to work effectively with a diverse community and be aware of current societal issues. It involves evaluating social situations and determining what is expected or required to recognize the feeling, intentions and lived experiences of others, and to select social behaviours that are most appropriate for that given context.	☐ Emerging ☐ Evolving ☐ Leading ☐ Influencing
Example:	

Part II: Other Success Factors

Please check off the Success Factor Rating that most closely reflects the employee's level of performance.

	Success Factor rating
Accountability: Takes responsibility for all their actions even in case of errors and also works on it to rectify and/or improve in the future. If absent will ensure work is completed so it does not impact quality of service.	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	
Attendance & Punctuality: Reports for work on time and demonstrates a commitment to their schedule. Notifies beforehand regarding leaves.	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	
Productivity & Effectiveness: Meets the requirements of the job with regard to volume of work and completion of objectives. Learns the primary responsibilities of their position, adapts quickly, and applies the required skills and competencies necessary to fulfill duties and responsibilities.	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	

Communication and Documentation: States ideas clearly, professionally, concisely and logically, orally and in written forms, develop persuasive arguments when presenting ideas and proposals. Interacts effectively with a variety of groups. Responds appropriately to feedback from immediate supervisor or others. Maintains records and keep necessary records up to date. Updates/uploads required data on appropriate digital platforms. (AIMS, OTR, Go Easy, Formstack).	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	
Health & Safety: Demonstrates a commitment to safety at all times. To be aware of and practice OH&S procedures that are in place across the organization. Possess & displays a working knowledge of the Occupational Health & Safety Act appropriate to their role.	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	
Technical Skills: Demonstrates technical skills that are outlined in your job description fulfills duties and responsibilities (ie. Digital platforms as AIMS, Go Easy and administration of medication, driving vehicle, location check lists).	☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement
Example:	

- ☐ I have reviewed my job description ☐ **Put in the link to the appropriate job description**
☐ I have participated in my Performance Review. The review and comments have been discussed and explained to me by my supervisor.
☐ I will develop a Performance Development Plan with this feedback to share with my supervisor.

My own comments on my performance review are as follows:

Employee Signature:	Date:
Supervisor Signature:	Date: