

Employee Development and Performance Review Process

(Full-time Staff)

Core Competencies

EXCELLENCE IN COMMUNICATION

ACCOUNTABILITY

INSTITUTIONAL COMMITMENT

SUPPORT FOR DIVERSITY, EQUITY AND INCLUSION

JOB SPECIFIC COMPETENCIES

EFFECTIVE
MANAGEMENT AND
SUPERVISION

VISIONARY AND STRATEGIC THINKING

Submission to HR

Employee and
Supervisor Meet to
Discuss Review and Sign
the Completed Form for
Submission to HR

Managing Supervisor Review

Managing Supervisor Reviews and Approves Completed Plan After Resolving Any Concerns with Supervisor

Goals and Professional Development Plan

Employee and
Supervisor Agree on
Goals and Professional
Development Plan

Ongoing Performance Management (Coaching, Counseling and Regular Feedback)

End-of-Year Review

Employee Provides
Comments
Supervisor Provides
Comments and Overall
Performance Summary
and Rating

Mid-year Check-In

Discussion of Goals and Professional Development Plan

End-of-year Self-Evaluation

Employee Assesses
Goals and
Demonstrated
Experience Toward
Competencies