

Employee Name:	Karen Smith
Planning Meeting Date:	
Interim Review Date:	
Performance Evaluation Date:	

Performance Management Planning and Evaluation Tool

Section A – Performance Planning and Review

During the planning stage the manager and employee identify the performance objectives (what) and key indicators and target completion dates. See: Sample – Performance Management Planning and Evaluation Tool for Public Health for an example. During the ongoing review and feedback stage, the manager documents any change to the plan. During the performance evaluation stage, the manager and employee discuss the extent to which each objective was demonstrated and record the outcome/results.

PERFORMANCE PLANNING			ONGOING REVIEW AND EVALUATION			
PERFORMANCE OBJECTIVES (Expectations of what is to be achieved)		KEY INDICATORS (Expectations of how it will be done)	TARGET DATE (e.g. 12JAN10)	INTERIM REVIEW (Comments)	OUTCOME/RESULTS/EXAMPLES (Review outcomes to demonstrate what was achieved and how competencies were demonstrated)	RATING
1.	Inspect and re-inspect 100% of food premises in assigned geographic area according to Food Premises Regulations and Food Safety Protocol and document using new tablets.	Accurate and consistent use of tablets.(Public Health Science, Communication) Able to apply new food safety protocols in all situations.(Public Health Science & Assessment & Analysis) Charges laid only after infractions and steps to correct are explained in appropriate language, and understood by food premise owners (Communication, Diversity and Inclusiveness)	12 Dec 10			
2.						
3.						
4.						

EE/4 -Exceeds Expectations Exceeded requirements on most or all of the objectives and competencies.	ME/3 - Meets Expectations Fulfilled requirements and met performance objectives and competencies for the position assessed.	P/2 - Progressing Fulfilled some of the requirements of the objective/ competencies. Progress is being observed for the majority of requirements.	NI/1 -Needs Improvement Fulfillment of objectives and competencies was less than adequate in all or most respects. Performance is below satisfactory level and must improve.
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