

NSGEU

PERFORMANCE SUPPORT/PROFESSIONAL DEVELOPMENT TOOL
FACULTY OF HEALTH

*Performance enhancement supports
the President's Strategic Priority
5.0 Infrastructure and Support –
Building Institutional Capacities*

*and the Faculty of Health's Strategic Priority
5.0 Mobilizing Supports for Innovation*

INSTRUCTIONS

- Review Procedural Guide - NSGEU
- Supervisor prepares for meeting as per guide and meets with employee to review/discuss and together complete the Performance Support/Professional Development Tool
- Self and SP boxes to be filled in using assessment scale, not check marks
- Written comments are encouraged and in areas where "room for improvement" is identified, both employee and supervisor should comment on what strategies could be used to achieve improvement
- Sign and date
- Retain signed/dated original and send a copy to the Director of Human Resources, Faculty of Health
- NOTE- There is no expectation that all workplace examples will apply to all employees

Evaluations not signed and dated will not be considered and will be returned

EMPLOYEE

Employee Name _____

Employee Banner Number _____

Position _____

Supervisor _____

Unit _____

Review Period From/To: _____

Today's Date _____ Annual

ASSESSMENT SCALE

E Exceeds Expectations, frequently exceeds established departmental expectations

M Meets Expectations, consistently meets established departmental expectations

RI Room for Improvement, areas where improvements could be made so that expectations are met

SELF-AWARENESS & PROFESSIONALISM

Being mindful of one's impact on others and managing thoughts, feelings and actions in an effective manner

SELF

SP

Workplace examples:

- Displays a positive, respectful and professional attitude
- Develops self awareness, social awareness and understands the impact on others
- Willing to discuss and accept feedback
- Understands personal challenges and relates this awareness to others as appropriate
- Works to break down barriers, preconceived notions and personal challenges that interfere with effective interaction
- Demonstrates empathy
- Maintains composure and stamina under pressure and in difficult situations

Comments:

INTEGRITY

Conducting oneself and activities according to the organization's high ethical standards

SELF

SP

Workplace examples:

- Displays honesty and appropriate level of transparency
- Acts ethically and with fairness
- Takes ownership for work, roles and responsibilities
- Demonstrates accountability using work time and resources effectively
- Demonstrates discretion and maintains confidentiality as required
- Follows through on commitments
- Is consistent in conducting oneself with high ethical standards
- Demonstrates belief in others' good will and integrity
- Aligns behaviours with organizational values, mission and vision
- Ensures University, Faculty and School/College policies, procedures and practices are applied with principle and integrity (honestly, transparently, ethically, fairly, coherently, reputably)

Comments:

RESPECT AND INCLUSION

Promoting respect and inclusion by working successfully with a wide variety of people and encouraging participation and involvement

SELF SP

Workplace examples:

- Listens and strives to understand others' concerns, perceptions, opinions or suggestions
- Examines own biases and assumptions
- Displays appreciation for and recognizes value of different opinions, roles, experiences, cultures and backgrounds
- Appropriately involves and partners with others
- Develops an awareness of cultural differences
- Seeks advice and support as needed
- Promotes the importance of respect and inclusion by modeling that behaviour

Comments:

ADAPTABILITY

Adapting and responding to changing conditions, priorities, technologies and requirements. Recognizing new information and ideas with open-mindedness and willingness to alter opinions and behaviour

SELF SP

Workplace examples:

- Demonstrates open mindedness
- Does not judge new situations prematurely
- Questions own assumptions
- Understands and accepts that change happens; is able to let go of old ideas, methods, roles, etc.
- Remains involved in times of uncertainty, ambiguity and transition
- Is flexible to changing working conditions and priorities
- Seeks strategies to deal effectively with change
- Works effectively with various individuals or groups and in a variety of situations
- Can adapt one's approach to varying needs or situations
- Re-evaluates own position in light of new information or situation

Comments:

KNOWLEDGE AND THINKING

Being knowledgeable and current in one's area of expertise and on issues affecting the University. Having and developing the necessary cognitive abilities for effective research, interpretation, analysis, problem solving and decision making

SELF SP

<input type="checkbox"/>	<input type="checkbox"/>
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Workplace examples:

- Demonstrates job knowledge and subject matter expertise required to effectively perform duties and responsibilities
- Understands ones role in the context of the organization
- Demonstrates knowledge and understanding of relevant university policies through proper application
- Seeks, analyzes and evaluates information and situations
- Breaks down problems into smaller, manageable parts
- Makes decisions based on complicated or limited information
- Demonstrates intellectual curiosity and motivation to expand one's knowledge, expertise and thinking skills

Comments:

COMMUNICATION

Receiving and conveying messages (thoughts, concepts, feelings, ideas, information) effectively and meaningfully

SELF SP

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Workplace examples:

- Listens effectively
- Asks relevant questions to clarify needs and deepen understanding
- Expresses oneself effectively (clearly, consistently, coherently, respectfully), both orally and in writing
- Is aware of and can use various communication styles to reach intended message receiver
- Is conscious of and responsive to non-verbal communication skills
- Is responsive to inquiries in a timely and effective manner
- Communicates with tact and professionalism
- Stays informed and keeps others informed as appropriate
- Is adept at understanding the underlying needs, interests and issues
- Ensures intended communication efforts meet the needs of various groups
- Understands the vision of the School/College, Faculty/University when communicating with others

Comments:

SERVICE

Anticipating and responding to the needs of those we serve (students – current and prospective, colleagues, internal and external clients and stakeholders and our community)

SELF

SP

Workplace examples:

- Actively listens to stakeholders and demonstrates an understanding of diverse needs
- Gathers information and consults appropriate parties, when needed, to follow up on client requests
- Communicates with stakeholders in a timely manner
- Follows applicable university policies, regulations and procedures when providing stakeholder services
- Demonstrates an understanding of own roles and responsibilities and those of other parties involved in providing services and works with others to provide integrated services
- Adapts activities as required to provide effective services
- Works collaboratively with others
- Prioritizes own work to meet client needs within agreed and sometimes tight timelines
- Builds strong relationships with stakeholders

Comments:

PROFESSIONAL DEVELOPMENT PLAN

Employee, do you feel that faculty, your supervisor, or the colleagues with whom you work closely are supportive, and do they provide you with the tools you need to carry out your responsibilities successfully? If not, please explain and discuss with your supervisor a plan in how this can be improved.

What are the supervisor/employee agreed upon professional development goals for the ensuing 12 month period?

Have the previous professional development goals for the previous 12 months been met? If not, please explain.

E Exceeds Expectations | **M** Meets Expectations | **N** Needs Improvement | **U** Unacceptable

ADDITIONAL COMMENTS

Self Comments (attach separate sheet if required)

Supervisor Comments (attach separate sheet if required)

I have received this performance review and have reviewed it with my Manager/ Supervisor. I understand the information contained and acknowledge that this document will become a permanent part of my employee file.

Signature _____

Date of review meeting _____ (MM/DD/YYYY)

Supervisor

I feel comfortable that the employee understands this review and professional development plan. I have also explained that this will become a permanent part of the employee's file.

Signature _____

Date of review meeting _____ (MM/DD/YYYY)