



Performance Appraisal Report

Name:	Title:	Office, Clerical and Technical Unit
Reports to:	Title:	Location:
		Date of Appraisal:

Core Competencies	Rating Scale				Comments/Evidence
	U	MP	S	HS	
<p>Personal Demonstrates the knowledge, skills, values and motivations to function successfully in the role.</p> <p>Respect</p> <ul style="list-style-type: none"> ➤ Responds to students, staff and public needs in a caring and considerate manner ➤ Acknowledges and respects the diversity and worth of all individuals <p>Professionalism</p> <ul style="list-style-type: none"> ➤ Demonstrates a willingness to upgrade skills and to meet new technology and job demands ➤ Is accountable for all actions ➤ Follows board policies and procedures ➤ Is reliable <p>Initiative</p> <ul style="list-style-type: none"> ➤ Functions effectively in difficult situations without supervision ➤ Uses effective problem solving models ➤ Is a self-starter <p>Learning Orientation</p> <ul style="list-style-type: none"> ➤ Identifies own professional learning needs ➤ Pursues professional development opportunities ➤ Applies new learning to pursue continuous improvement 					

<p>Interpersonal Demonstrates the skills and practices to work effectively with others.</p> <p>Communication</p> <ul style="list-style-type: none"> ➤ Gives clear, concise and complete information ➤ Practices active listening skills ➤ Uses a friendly, effective manner ➤ Empathizes with others ➤ Shares and elicits information <p>Collaboration</p> <ul style="list-style-type: none"> ➤ Establishes positive working relationships ➤ Demonstrates flexibility ➤ Is a good team member ➤ Involves others in decision making ➤ Shares responsibility <p>Conflict Management</p> <ul style="list-style-type: none"> ➤ Strives for win win solutions ➤ Recognizes conflicts and diffuses situations ➤ Deals with issues in a timely manner, preventing further escalation <p>Service Relationships</p> <ul style="list-style-type: none"> ➤ Contributes to productive interactions resulting in enhanced student, staff and public satisfaction ➤ Is approachable, courteous and tactful ➤ Displays openness and concern 					
<p>Organizational Organizes and manages work related tasks efficiently and effectively.</p> <p>Innovation</p> <ul style="list-style-type: none"> ➤ Reflects on past practice and suggests alternatives ➤ Demonstrates creativity <p>Quality Results</p> <ul style="list-style-type: none"> ➤ Uses resources to achieve results ➤ Produces accurate results ➤ Presents work professionally <p>Time Management</p> <ul style="list-style-type: none"> ➤ Establishes task priorities ➤ Adapts to interruptions ➤ Meets deadlines 					

<p>Job Specific Demonstrates proficiency in work related tasks.</p> <p>Duties and responsibilities of the job description</p> <p>Technical skills</p> <p>Applicable Board policies and procedures</p> <p>Contributes to a positive healthy work environment</p> <ul style="list-style-type: none"> ➤ Understands the requirements of occupational health and safety ➤ Knows where to access information/resources related to a healthy workplace ➤ Initiates/participates in healthy workplace activities 					
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Overall Rating:

- Unsatisfactory**

 Making Progress

 Successful

 Highly Successful

<p>Employee Summary Comments (Optional):</p>	<p>Supervisor Summary Comments and Suggestions for Growth:</p>
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Employee Acknowledgement
 (Acknowledging receipt of Report)

Supervisor's Signature

<p>Rating Scale:</p>	<p>Unsatisfactory - Employee needs to make significant improvement in job performance – regardless of reason, lack of desired achievement during review period.</p>	<p>Making Progress - Employee is moving at a reasonable pace toward success in job performance – improvement needed in some areas – expect success in near future.</p>	<p>Successful - Employee consistently completes job assignments as expected in terms of quality and schedule – solid, fully competent in aspects of job.</p>	<p>Highly Successful - Employee consistently goes beyond job requirements – evidence external and internal to the Board.</p>
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Copies: **Original – H.R. File** **Copy – Immediate Supervisor** **Copy - Employee**