



Performance Appraisal Report

Name:	Title:	Professional Administrative Support Staff
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>Professionalism</p> <ul style="list-style-type: none"> ➤ Demonstrates ethics and values in approaches to relationships and work while respecting the values of the organization and others ➤ Demonstrates accountability for actions ➤ Maintains confidentiality ➤ Acts in a fair and consistent manner ➤ Respects Board policy and procedures ➤ Utilizes best practice in carrying out duties and responsibilities <p>Self Development</p> <ul style="list-style-type: none"> ➤ Continuously challenges own learning and takes action to strengthen personal and professional skills, knowledge and abilities ➤ Balances professional demands with personal needs ➤ Applies new learning to pursue continuous improvement <p>Problem-Solving</p> <ul style="list-style-type: none"> ➤ Collects and analyzes relevant data ➤ Collaborates with others ➤ Provides relevant solutions ➤ Utilizes creative approaches to formulate alternative solutions ➤ Addresses problems proactively 					

<p>Interpersonal Demonstrates the skills and practices to work effectively with others.</p> <p>Communicating</p> <ul style="list-style-type: none"> ➤ Exchanges pertinent information, plans and decisions required for meaningful participation and optimal results ➤ Inform people promptly about decisions, changes and other relevant information ➤ Actively listens and responds effectively ➤ Adapts communication style to the audience <p>Collaborating</p> <ul style="list-style-type: none"> ➤ Involves others in decision-making ➤ Respect others' viewpoints ➤ Shares responsibility ➤ Works co-operatively with others to achieve common goal <p>Sustaining Relationships</p> <ul style="list-style-type: none"> ➤ Creates positive relationships that are service-oriented and facilitates the accomplishment of the department's and the organization's goals ➤ Demonstrates productive internal/external relations resulting in enhanced services ➤ Treats others fairly and with respect ➤ Builds relationships with all stakeholders ➤ Acknowledges and learns from diverse viewpoints <p>Resolving Conflict</p> <ul style="list-style-type: none"> ➤ Recognizes a variety of interpersonal styles and utilizes methods to reduce tension and conflict between people or groups and to facilitate a resolution process ➤ Deals with issues in a timely manner ➤ Identifies sources of conflict and diffuses situations to prevent escalation ➤ Demonstrates a clear and objective viewpoint 					
<p>Organizational Organizes and manages work related tasks efficiently and effectively.</p> <p>Focus on Results</p> <ul style="list-style-type: none"> ➤ Demonstrates results orientation ➤ Stays focused on initiatives, tasks and processes that align with the organization's goals ➤ Uses resources wisely ➤ Sets priorities ➤ Shows initiative ➤ Works persistently toward goal attainment and is accountable for results <p>Flexibility</p> <ul style="list-style-type: none"> ➤ Works effectively in a variety of situations with various individuals or groups and adjusts when experiencing major changes in work tasks or the environment ➤ Demonstrates ability to adapt new ideas ➤ Views change as an opportunity 					

<p>Job Specific Demonstrates proficiency in work related tasks.</p> <p>Expertise</p> <ul style="list-style-type: none"> ➤ Demonstrates proficiency in technical and job knowledge to achieve a high level of performance ➤ Complies with technical and legal responsibilities ➤ Acts as a resource to others <p>Healthy Workplace</p> <ul style="list-style-type: none"> ➤ Promotes healthy workplace initiatives and creates, reinforces and sustains relationships and communications that have a positive impact on workplace culture <p>Other</p>					
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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

Rating Scale:	<p>Unsatisfactory - Employee is not meeting expected performance standards and 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 toward meeting expected performance standards – 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