

Individual Performance Plan



Work Objectives

- In developing your annual work objectives you are encouraged to, and should, review your Ministry, Division and work unit plans, as appropriate, with your manager.

Employee's Name:		Ministry:		Div/Branch:	
Manager's Name:		Plan Period:		to:	
Review Type:	Mid-year [] Year-end [] Probationary: Interim [] Final [] Other []				

Work Objectives	Describe the results expected and how they will be assessed.	Describe the results achieved (to be completed at mid-year and updated at year end)

* In some cases it may be easier or more appropriate to include the result expected with the work objective; in some cases they may be the same. It's not overly important in which column the outcome statement appears, as long as there is an expected result and means to assess its achievement.

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Competency Objectives

Describe the competency and related expectations	Provide examples – behaviours or actions – that show how this competency level has been achieved

Note: The competencies to be identified on this page are those knowledge, skills, and attributes (either technical or behavioural) that are important to demonstrate in order to perform the current year's work assignment effectively. The demonstration of these competencies is subject to performance assessment and contributes to your year-end performance discussion and year-end performance rating. The Government of Saskatchewan Leadership and Management Competencies may be accessed at www.psc.gov.sk.ca.

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Learning and Development Objectives

. . . Building a LEARNING organization . . .

Objectives	What activities will be undertaken to move towards this growth objective	Progress

Notes:

1. On this page, list objectives that are for the purpose of your professional development to:
 - a. Address any competency gaps for your current job (these should align with the competencies identified on the previous page which are subject to performance assessment);
 - b. Enhance knowledge, skills, and abilities to be even better at your job; and/or
 - c. Build knowledge, skills and abilities for future roles and capacity.

These learning objectives are not subject to performance assessment.

2. Managers need to support, encourage, and fund, if possible, appropriate learning and development activities. Employees are expected to take some personal initiative for their professional development and discuss their plans with their manager.

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Summary of Performance - Manager/Supervisor Comments: This summary is to state the opinion of your immediate manager and his or her executive manager regarding the achievement of work and required competency objectives.

Employee Comments

ASSESSMENT SCALE

Does Not Meet Requirements	Meets Some Requirements	Fully Achieves Expectations	Exceeds Expectations	Outstanding
Performance does not meet requirements and timely significant improvement is required, as identified in the performance plan. <input type="checkbox"/> NM	Some results were achieved but not all. Gaps with expectations have been identified in the performance assessment. <input type="checkbox"/> DV	Results, quality of work and contribution to a positive work environment were fully achieved. <input type="checkbox"/> AR	Results, quality of work, and contribution to a positive work environment exceeded expectations in most cases. <input type="checkbox"/> CE	Results, quality of work, and contribution to a positive work environment, exceeded expectations in all cases. Influence and contribution extended to the organization as a whole. <input type="checkbox"/> OS

PLANNING MEETING

Employee Signature:		Date:		Manager Signature:		Date:		Exec. Manager Signature:		Date:	
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REVIEW MEETING

Employee Signature:		Date:		Manager Signature:		Date:		Exec. Manager Signature:		Date:	
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REVIEW MEETING

Employee Signature:		Date:		Manager Signature:		Date:		Exec. Manager Signature:		Date:	
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