



NON-UNION STAFF PERFORMANCE APPRAISAL

Name: _____ Location: _____

Supervisor: _____ Date: _____

OBJECTIVE

A formal Performance Appraisal provides for a comprehensive discussion of overall employee performance. When combined with daily assessment of performance, the supervisor has considerable depth of knowledge to create the performance appraisal.

Purposes of the review are many, but generally the exercise should address the following areas:

- To assess performance/skill levels
- To improve communication flow
- To define areas for development

Performance appraisal steps:

1. Notification of employee being appraised: In September of the applicable appraisal year, provide notice to the employee that an appraisal will take place during the school year.
2. Initial meeting: Arrange time to discuss the job description and past appraisals, if applicable.
3. Concluding meeting: Provide a minimum of five (5) working days' notice to set an uninterrupted meeting time in order to discuss the outcome of the appraisal, and sign off.

RATING SCALE

1. Satisfactory – Performance meets or exceeds expectation.
2. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.

There is no set formula for the overall rating. One unsatisfactory rating may or may not result in an overall rating of Unsatisfactory. The Principal/Supervisor should use their professional judgement in determining an overall rating.

STANDARDS OF PERFORMANCE	RATING
Job Knowledge & Skills: Considers employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience, including:	
• Demonstrates an understanding of job duties and responsibilities as per the appropriate job description.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates an understanding of and follows all Health and Safety practices and departmental/board policies and procedures.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates knowledge of strategic plan and incorporates action items into departmental work.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates knowledge of Board procedures through the consistent adherence to Use of Social Media, Disconnecting from Work, Workplace Harassment, and Code of Conduct.	☐ Satisfactory ☐ Unsatisfactory

Quality/Quantity of Work: Measures effectiveness in time management; initiative and independent action within prescribed limits, including:	
• Completes all scheduled tasks and assigned work deadlines in a consistent and timely manner.	☐ Satisfactory ☐ Unsatisfactory
• Promotes a safe, inclusive, and healthy environment through teamwork, collaboration and trust.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates initiative through assisting others to complete department tasks or projects.	☐ Satisfactory ☐ Unsatisfactory
• Works independently with efficiency and attention to detail.	☐ Satisfactory ☐ Unsatisfactory
Time Management/Initiative: Measures effectiveness in planning, organizing and efficiently handling work tasks and making timely, practical decisions, including:	
• Ability to establish and meet assigned deadlines.	☐ Satisfactory ☐ Unsatisfactory
• Flexibility to modify plans in order to meet changing needs and/or priorities.	☐ Satisfactory ☐ Unsatisfactory
• Demonstrates the ability to work with minimal supervision.	☐ Satisfactory ☐ Unsatisfactory
• Ability to make sound decisions and/or seek further direction with respect to decision making when tasks need additional approvals.	☐ Satisfactory ☐ Unsatisfactory
Interpersonal Skills/Teamwork: Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit, including:	
• Promotes and demonstrates trust, mutual respect and a co-operative work environment.	☐ Satisfactory ☐ Unsatisfactory
• Maintains confidentiality at all levels of the organization.	☐ Satisfactory ☐ Unsatisfactory
• Communicates professionally when engaging with co-workers, other employees and community members.	☐ Satisfactory ☐ Unsatisfactory
• Remains current in the knowledge and use of technology/resources available to achieve quality, service and productivity.	☐ Satisfactory ☐ Unsatisfactory

FINAL RATING:

☐ SATISFACTORY	☐ UNSATISFACTORY (Performance Improvement Plan required)
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SUPERVISOR COMMENTS (mandatory)

STRENGTHS

NEXT STEPS

Supervisor's Signature

Date: _____

Employee Signature

The employee acknowledges that they have received and read the appraisal.

Distribution
Original: Personnel File
Copies: Employee, Supervisor