**Performance Development Conversation Form**

This form summarizes ongoing performance development conversations a supervisor has had with an employee. Supervisor comments below can be high-level, summary comments, as further discussions occur in person during the performance conversation. If a performance issue is identified, it is important that this be clearly documented.

**Note:** Prior to conducting a formal performance development conversation, supervisors should invite the employee to complete an employee self-assessment.

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| Employee Name: | Date of Performance Conversation: |
| Employee Title: | Review Period (ex: Month, 20\_\_ to Month, 20\_\_): |
| Supervisor Name: | Community: |

**Section 1: Performance Conversation**

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|  **Review of position and skills:** Supervisor outlines the key functions, skills, knowledge and other competencies that will be discussed during this conversation. This may also include attendance and other aspects of their performance that has been positive or require improvement. Information listed should be related to the employee’s position description. The following skills and/or competencies will be discussed: |
| **Supervisor discusses the overall assessment of performance during the review period** (check one box):  Meeting and/or exceeding performance expectations.  Development or improvement needed (temporary category).  Significant improvement required (there are significant gaps between the employee’s actual and expected performance).  **Supervisor discusses areas of success and development.** |
| **Supervisor Comments:** Supervisor documents an overall performance summary. |
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|  **Employee thoughts:** The employee has an opportunity to provide thoughts on their performance, areas they want to develop, ask questions, discuss any challenges and/or identify their needs moving forward. For cxample: clarification of roles/responsibilities, additional support needed from the supervisor. |
| **Employee Comments:** |
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**Section 2: Planning for Success – A Look Ahead**

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| **Organization update:** The supervisor provides an update on the direction of the organization, including upcoming strategic priorities or employee assignments. The employee may ask questions about the update and provide feedback. **Workplace culture update:** All employees are responsible for supporting a respectful workplace culture. The supervisor provides an update on the employee’s contributions to fostering a respectful workplace culture. This can be an opportunity to seek feedback on their sense of belonging within the organization. This includes discussing the employee’s level of comfort and support available to help them succeed.  **Actions to support employee’s success:** The supervisor and employee discuss next steps, including the employee’s future employment goals and if their training plan should be updated.  |
| **Supervisor expectations going forward:** The supervisor documents high-level actions and timelines required. **Note:** Employees wishing to add comments may do so under the “Employee Comments” section.  |

**Section 3: Foundations**

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|  **Policy reminder:** All employees are to review the **Employee Code of Conduct** and **Commuinty Respectful Workplace and Harrassment Prevention Policy**. The supervisor may note below any additional policies that are to be reviewed again by the employee. |
|  **Mandatory training:** The supervisor will note any mandatory training required of the employee. |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employee’s signature acknowledges receipt of the completed form. The employee and supervisor should retain a copy of the completed signed form for their records.