**Performance Management Record**

**for Executive Leadership Team and College Leadership Council**

**Employee:** **Employee #:**

**Review Period:** **Job Title:**

**Type of Review: Planning/Interim/Summary Department:**

**Key Responsibilities/Role Description:**

**Core Competencies**

*Leadership:* Maintain a professional and positive manner even under changing or uncertain conditions; work well with a wide range of individuals to provide, support, coach, encourage and provide direction and engage others to accomplish organizational goals and strategies.

*Strategic Thinking:* Analyze and interpret the strategic direction of the organization; have a clear and firm understanding of the vision, mission, values and principles of the workplace and use that information to develop responsibilities, task goals and initiatives that align with long-term plans and growth. Analyze internal and external environment to identify current and future opportunities, challenges and risks.

*Relationship Building and Networking:* Effectively build constructive, professional relationships and networks of key contacts with central stakeholders and maintain partnerships to create and leverage opportunity for the college.

*Organizational and Environmental Awareness****:*** Have thorough awareness of internal environment and use knowledge of educational climate to solve issues and accomplish goals and academic strategies while working in the context of board and college policy.

*Results Orientation:* Demonstrate ability to focus on desired outcomes and the means by which they are achieved, by meeting or exceeding standards based on past performance, goals and objectives as well as the performance and/or achievement of others.

*Accountability:* Take personal ownership and responsibility for the quality and timeliness of work commitments, as well as follow organizational guidelines, professional standards, regulations and principles. Demonstrate reliability and integrity on a daily basis.

*Resource and Fiscal Management:* Demonstrate financial acumen with a keen appreciation for fiscal challenges in a public sector organization, combined with the entrepreneurial spirit to encourage and prioritize revenue-generating, informed risk taking and cost reduction ideas where necessary. Capacity to work effectively within the broader public sector, with the accountabilities and expectations related to the stewardship of public funds.

*Decision Making:* Demonstrate the ability to make concrete, well–informed and thought-out decisions that support the overall organization and to make quick, effective decisions even when data and details are limited.

*Critical Thinking:* Demonstrate the ability to analyze and interpret data and information gathered from observation, investigations, formal and informal communication, reports, legislation and others to develop conclusions.

**Goal Setting**

In addition to meeting ongoing expectations and exhibiting mastery of Core Competencies, the following goals have been identified for 2018/2019, aligned with the Comprehensive Institutional Plan 2018 – 2021 and the Lethbridge College Performance Measures.

*Individual Leadership Goals:*

These are ongoing goals that I have for myself as a leader that contribute to my overall effectiveness and that contribute to achieving outcomes on the Lethbridge College performance measures.

*Mission:*

Inspire and facilitate learning and innovation to meet economic and social need

*Vision:*

Leading and transforming education in Alberta

*Strategies:*

Academic Transformation, Collaborative Partnerships, Resource Innovation, People Development

*Five Overarching Goals:*

1. Provide relevant, high-quality education through excellence in teaching and learning, applied research, strategic enrolment management and collaborative partnerships.
2. Promote an inclusive, healthy and work environment that nurtures the health and well-being of all students and employees.
3. Improve the lives of learners and communities through the recognition and respect for the distinct cultures, languages, histories and contemporary perspectives of Indigenous people and Indigenous-centred education.
4. Support the development of our people to align their strengths, passions, purpose, skills and capabilities with the needs of a shifting and changing educational landscape.
5. Ensure that Lethbridge College continues to be relevant and sustainable in a changing environment.

In addition to providing leadership to the entire college community as we strive toward the five overarching goals the following are additional goals that will assist in achieving our vision of leading and transforming education in Alberta.

**College Committees/Internal Service**

**External Service**

**Career and Professional Development Plans**

**Interim Review**

*Comments (revisions to plans, education needs, development opportunities identified, changes to key priorities, etc.)*

**Summary Review:**

*Comments by Supervisor:*

*Employee Comments:*

**Signatures**

1. Completion of Performance Plan:

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Interim Review:

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Summary Review:

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_