**Performance Management Record**

**for Employees**

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

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

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

**Key Responsibilities/Role Description:** (Add in your key roles and responsibilities)

**Core Competencies –** (***To be completed only during the summary process)*** - *Do a self-report of your capabilities based on what is written – consider loosely using a five-point scale where five (5) is you have mastery and one (1) is where you are just begin to know what this is. Also consider if you rate yourself less than four what work you will undertake to develop to a four or five.*

***Communication****:* Expresses ideas clearly, concisely, directly, and willingly. Actively listens to the ideas and concerns of others. Analyzes information from varying perspectives, establishes the pivotal element of an issue, and reaches a logical conclusion through the process.

***Accountability****:* Takes ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, policies and principles. Demonstrates reliability and integrity on a daily basis.

***Leadership****:* Leads with honesty, integrity, and credibility. Maintains a professional and positive manner. Engages others in order to accomplish organizational goals and objectives.

***Service******Excellence****:* Considers, prioritizes, and takes action on the needs of both internal and external stakeholders--students faculty, staff, industry, community, and government. Serves courteously and promptly.

***Relationships:*** Effectively builds constructive, professional relationships and connections with people. Develops and maintains partnerships to create positive work culture and opportunity for the college

***Creativity and Innovation****:* Thinks beyond the confines of the traditional practices to recognize opportunities and find new ways of doing things. Displays and encourages creativity, innovation, and risk-taking.

***Professional and Personal Growth****:* Displays self-awareness, a high level of energy, persistence and a positive outlook. Continuously seeks ways to improve and learns from mistakes and constructive criticism.

**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 (CIP) 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_