



**PERFORMANCE, PLANNING AND REVIEW FORM**

**TO BE COMPLETED BY THE REVIEWER AT THE BEGINNING OF THE YEAR**

<b>Employee Name (Please Print)</b>		<b>Division:</b>	
<b>Employee Group</b>	BAE      P&S      TEC      Other	<b>Level:</b>	
<b>Current Job Family</b>			
<b>Name of Reviewer (Please Print)</b>			
<b>Review Period</b>	<b>April 1<sup>st</sup>, 2017 to March 31<sup>st</sup>, 2018</b>	<i>(If less than 12 months, indicate starting month):</i>	

Using the agreed to Work Plan for this performance year, summarize the key goals/objectives or accomplishments for the year and indicate the results:

	List Key Goals, Objectives or Accomplishments, beginning with <b>ARIEL</b> work if applicable.	Results	(What %)
1		Not Completed Delayed On Track Completed	_____% _____%  
2		Not Completed Delayed On Track Completed	_____% _____%  
3		Not Completed Delayed On Track Completed	_____% _____%  
4		Not Completed Delayed On Track Completed	_____% _____%  
5		Not Completed Delayed On Track Completed	_____% _____%  

*Reviewer's comments on the above results:*

**COMPETENCY ASSESSMENTS – TO BE COMPLETED BY THE REVIEWER**

<b>Organizing/Planning/Decision Making</b>	<b>Comment</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Meets deadlines unless unexpected events occur					
Is organized & effective in managing own time					
Understands, identifies and acts on priorities					
Identifies problems & proposed practical solutions					
Exhibits sound mature judgment in dealing with problems					

<b>Initiative/Motivation/Commitment/Cooperation</b>	<b>Comment</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Readily and willingly attracts/secures new grants					
Has made discoveries, new insights or developments					
Is resourceful and imaginative in formulating new ideas					
Can deliver short term R&D solutions and/or long term transformation solutions or improvements					
Demonstrates a sense of timeliness in completing work					
Makes user needs a priority					
Eagerly tackles problems/projects outside of current scope					
Works well under pressure and is reliable					
Work habits are in line with TRIUMF policies					
Respects TRIUMF's program of work by focusing on TRIUMF related business					
Attendance does not impact productivity or group morale					

<b>Functional Skills / Job Knowledge</b>	<b>Comment</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Demonstrates ability to apply required job knowledge / skills					
Demonstrates good balance of technical vs. conceptual skills					
Is proficient in the use of tools/technology required for job					
Improves knowledge/skill base through learning activities					

<b>Interpersonal Skills/Communication/Teamwork</b>	<b>Comment</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Cooperates and works well with others, readily sharing info					
Builds/maintains respectful relationships with all colleagues					
Always exhibits courtesy, diplomacy, professionalism and tact					
Demonstrates integrity and consistent ethical behaviour					
Has positive attitude toward peers, management, and TRIUMF					
Works toward group goals and involves others when necessary					
Keeps colleagues and supervisor informed of work progress					

**COMPETENCY ASSESSMENTS – TO BE COMPLETED BY THE REVIEWER**

<b>Safety Factors in Performance</b>	<b>Comment</b>				
<b>Print &amp; Attach the Employees' <a href="#">Current Training Record</a></b>	<b><a href="http://www.triumf.ca/training">View All Training Courses Here</a> <a href="http://www.triumf.ca/training">http://www.triumf.ca/training</a></b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Work habits are consistent with TRIUMF Safety policies					
Personal safety record is average to above average					
Reports unsafe conditions, practices or potential hazards					
Maintains job specific safety training requirements					
Maintains good housekeeping practices					
Wears protective clothing/equipment when required					
Is aware of risks associated with radiation exposure					
Understands responsibilities associated with the NEW designation					
Understands roles/responsibilities associated with TRIUMF QMS					

<b>For Supervisors: Supervisory / Leadership Skills</b>					
Conducts regular weekly staff meetings	<b>YES</b>	<b>NO</b>			
Has received leadership or management training within the last 3 yrs	<b>YES</b>	<b>NO</b>			
Is aware of and refers to the TRIUMF Supervisor's Reference Guide	<b>YES</b>	<b>NO</b>			
	<b>Comment</b>	<b>Below</b>	<b>Meets</b>	<b>Exceeds</b>	<b>N/A</b>
Leadership style is engaging and involves others					
Creates a work environment that encourages cooperation					
Identifies poor performance and takes immediate action					
Is responsive to staff needs and is available to them					
Staff issues are identified and promptly addressed					
Provides staff with challenging objectives and work plans					
Is a conscientious performance counselor					
Demonstrates foresight in leading and managing change					
Effectively manages budgets and staffing resources					
Addresses identified safety hazards and takes preventative action					
Ensures staff maintain required safety training					
Other:					

**IDENTIFY TRAINING REQUIREMENTS**

**IDENTIFY PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR 2016**

<b><u>Safety or QMS Training</u></b>	<b>Job Specific Skills Training</b>	<b>Professional Development</b>

**TO BE COMPLETED BY THE PRIMARY REVIEWER: Briefly summarize the employee's overall performance during the review period.**

--

**If Review was conducted jointly with input from a secondary or former supervisor, please PRINT the name of this reviewer below:**

<b>SECONDARY REVIEWER NAME:</b>	
<b>SECONDARY REVIEWER COMMENTS:</b>	

**If this employee worked on ARIEL related projects, please provide specific 3<sup>rd</sup> party input from the ARIEL WBS project manager.**

<b>WBS PM NAME:</b>	
<b>WBS PROJECT MANAGER COMMENTS:</b>	

**EMPLOYEE INPUT:**

**Please identify any issues or concerns that have not been addressed in this review (attach additional sheet if necessary):**

--

**Do you have any comments about your review or your role at TRIUMF:**

--

**By signing this performance review form, the reviewer and employee acknowledge they have read, discussed and understood the contents.**

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Reviewer Signature:</b>		<b>Date:</b>	
<b>Secondary Reviewer or ARIEL WBS Manager Signature:</b>		<b>Date:</b>	