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| Performance Planning & Development Form (for non-union staff) | | | | | |
| **Name:** |  | **Review Period:** |  | | |
| **Employee ID:** |  | **Department/Office:** |  | | |
| **Position:** |  | **Manager:** |  | | |
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| Section A: Achieving Results | | | | |
| Performance Goals  At the beginning of each fiscal year, identify your goal(s) in the sections below. A goal can also be thought of as a target or an objective. Goals should be **Specific, Measurable, Achievable, Relevant, Time-based (SMART).** 4-6 Goals should be outlined.  Year End Results  At the end of the fiscal year, describe how you have achieved your goals in terms of both performance and **leadership capabilities**. If goals could not be completed, list reasons why (i.e., change of priorities, lack or resources, etc.) | | | | |
| Goal 1 – linked to NSCAD’s Strategic Plan, relevant to the employee’s job level | | | |
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| **Year-End Result** | | | |
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| Goal 2 – Team or Divisional Goal (1-2) |
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| **Year-End Result** |
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| Goal 3 – Job specific goal (1-2) |
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| **Year-End Result** |
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| Goal 4 – Individual Goal (1) |
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| **Year-End Result** |
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| Section B: Professional Development | |
| Please identify any development you may need (specialized or required training, knowledge, etc.) to support your performance goals above and/or your professional development goals. | |
| **Development Goal(s)** | **Support(s) Needed** | |
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| **Employee Comments** |
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| **Manager Comments** |
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**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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