****

**EXEMPT SELF REFLECTION AND PERFORMANCE REVIEW**

**STRICTLY CONFIDENTIAL**

**COVID**

|  |  |
| --- | --- |
| Date of review: | Employee ID: |
| Employee Name: | Title: |
| Employee Signature: | Date: |
| Supervisor Name: | Supervisor Title: |
| Supervisor Signature: | Date: |
| Employee Comments: |

General Instructions:

Managers and Employees should use this form to complete the self-reflection and performance review for Exempt (salary paid) Employee(s). The Employee’s signature acknowledges that this performance review was reviewed with their supervisor but does not necessarily acknowledge agreement with the assessments made herein. The Employee is encouraged to add comments based on this review in the above Employee Comment section above. If there are questions that are not relevant, please put a N/A in the Employee or Supervisor Section. This form can be printed, signed and scanned or forwarded as an attachment to the supervisor with employee approval via email as the signature.

Please use the following questions to give direction to the employee self-reflection and the supervisors annual performance comments for the performance review meeting.

**Part 1:**  **Employee: Reflect or Comment on your *individual* activity since the last annual review, with particular reference to impact of the COVID emergency on your work. Supervisor: Give your perspective and respond to employee reflection.**

1. How did the COVID emergency change how you allocated your own time between tasks and where have you been spending the bulk of your own time?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. How did the COVID emergency impact, positively or negatively, the challenges you faced? What accomplishments would you like to highlight? Were there parts of your job that the COVID emergency made more difficult (e.g. because of working remotely)?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. What are your individual “permanent lessons” that you will draw from the COVID emergency? How will those lessons change how you will approach your work in the future?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. Have your job tasks changed as a result of the COVID emergency? Which tasks do you anticipate will change moving forward as a result of the COVID emergency?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

**Part 2:  Employee: Reflect or Comment on *department, office or area* activity since the last annual review, with particular reference to impact of the COVID emergency on the work for your department or area. Supervisor: Give your perspective and respond to employee reflection.**

1. How did the COVID emergency change how time was allocated? Where has your team been spending the bulk of its time?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. How did the COVID emergency impact, positively or negatively, the challenges your department, office or area faced? What group accomplishments would you like to highlight? Were there parts of the work of your group that the COVID emergency made more difficult (e.g. because of working remotely)?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. What are your group’s “permanent lessons” that you will draw from the COVID emergency? How will those lessons change how your group will approach its work in the future?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

**Part 3: Employee: Reflect or Comment on *your* role in developing staff in your department, office or area, with particular reference to impact of the COVID emergency (if you don’t have staff reporting to you, you can use some other frame of reference, e.g. colleagues in your division). Supervisor: Give your perspective and respond to employee reflection.**

1. How did the COVID emergency impact your management of others? How will it change your approach to supervision?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. How did your practice of the basic skills of good people-management change because of the COVID emergency? (Examples: meeting regularly with your direct reports, seeking their input on work issues, coaching for development rather than directing, “active listening”, giving regular timely and objective feedback, setting clear expectations, acknowledging accomplishments.)

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. How did you support/promote collaboration and teamwork within the department, division and between College divisions during the COVID emergency?  (E.g., encouraging your department(s) to collaborate with other departments and divisions, building stronger teams at the College.)

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

**Part 4: Employee: Reflect or Comment on Supervisor/Manager’s role in helping you, with particular reference to impact of the COVID emergency. Supervisor: Respond to employee reflection.**

1. What aspects of your supervisor/managers supervision worked well during the COVID emergency? What would you like to change?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

1. In general, how can your supervisor/manager assist you and your department area achieve your goals more effectively?

|  |  |
| --- | --- |
| Employee Section: |  |
| Supervisor Section: |  |

**Annual Goals**

It is highly recommended that goals be established for the employee which can be based on College, Division, Department or Professional Development goals. These goals should be discussed and agreed upon with the employee. For each goal established, specify a comprehensive description of that goal in the chart below as well as a target date when work toward that goal will commence and a target date for goal completion.

|  |  |  |
| --- | --- | --- |
| **Goal Description** | **Initiation Date** | **Completion Date** |
| 1. |   |   |
| 2.  |   |   |
| 3.  |   |   |
| 4.  |   |   |