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# **Personal Information**

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| **Employee**  | **Manager** |
| Name: |  | Name:  |
| Title: |  |
| Substantive Group and Level:  |  | Title: |
| Acting Group and Level (if applicable):  |  |
| **First Official Language:** [ ]  English [ ]  French  |
| **Second Language Evaluation Results** | **Expiry Date****YYYY-MM-DD** |
| **Reading Comprehension** | [ ] A [ ] B [ ] C [ ] E [ ]  X [ ] N/A |  |
| **Writing Expression** | [ ] A [ ] B [ ] C [ ] E [ ]  X [ ] N/A |  |
| **Oral Proficiency**  | [ ] A [ ] B [ ] C [ ] E [ ]  X [ ] N/A |  |

# **Commitments, Performance Measures and Results Achieved**

Commitments are directly linked to government and organization priorities, and are the principal results that executives are expected to achieve given their scope of responsibility. Commitments must be **SMART** – specific, measurable, attainable, relevant and time-bound. Performance agreements generally include 5 to 6 commitments which support both individual and corporate objectives and require ongoing demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html). For assistance in developing commitments and performance measures and for more information, consult the resources available on [GCpedia](http://www.gcpedia.gc.ca/wiki/Executive_Management_and_Leadership_Development/Resources).

**Commitments: Government-wide Corporate Priorities**

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| **Commitment** | **Performance Measure(s)** | **Results Achieved** |
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## Other Commitments

| **Commitment** | **Performance Measure(s)** | **Results Achieved** |
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1. **Learning and Development Plan**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Activity** | **Category** | **Cost** | **Start Date** **(YYYY-MM-DD)** | **End Date** **(YYYY-MM-DD)** | **Type** | **Status** |
|  |  | [ ]  Career development[ ]  Job-specific (mandatory)[ ]  Job-specific (other) | **$** |  |  | [ ] On-the-job activities[ ]  Mentoring/coaching[ ]  Course[ ]  Developmental program[ ] Other:       | [ ]  Not started[ ]  In progress[ ]  Complete |
|  |  | [ ]  Career development[ ]  Job-specific (mandatory)[ ]  Job-specific (other) | **$** |  |  | [ ] On-the-job activities[ ]  Mentoring/coaching[ ]  Course[ ]  Developmental program[ ] Other:       | [ ]  Not started[ ]  In progress[ ]  Complete |
|  |  | [ ]  Career development[ ]  Job-specific (mandatory)[ ]  Job-specific (other) | **$** |  |  | [ ] On-the-job activities[ ]  Mentoring/coaching[ ]  Course[ ]  Developmental program[ ] Other:       | [ ]  Not started[ ]  In progress[ ]  Complete |

1. **Performance Agreement Signature**

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| --- | --- |
| Employee | Manager |
| [ ]  I have read the [Values and Ethics Code for the Public Sector](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049), the [*Policy on Conflict of Interest and Post-Employment*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25178&section=text), and my organization’s Code of Conduct. I understand that I am required to comply with the terms and conditions of employment.[ ]  My manager and I have discussed the content of this performance agreement, including the learning and development activities to be undertaken. I acknowledge that the assessment of my performance for the period covered by this agreement will be based upon my performance against the commitments and performance measures indicated in this performance agreement and my demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html).  | [ ]  The employee and I have discussed the content of his/her performance agreement, including commitments, performance measures and expectations with regard to his/her demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html). We have also discussed the learning and development activities to be undertaken. |
| **Comments:** | **Comments:** |
| **Signature:** | **Signature:** |
| **Date (YYYY-MM-DD):**  | **Date (YYYY-MM-DD):**  |

1. **Mid-Year Review**

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| --- | --- |
| Employee | Manager |
| [ ]  My manager and I have discussed my progress against commitments, demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html) and learning and development plan. We have updated my performance agreement to reflect changes, where applicable. | [ ]  The employee and I have discussed his/her progress against commitments, demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html) and learning and development plan. We have made updates to the performance agreement to reflect changes, where applicable. |
| **Comments:** | **Comments:** |
| **Signature:** | **Signature:** |
| **Date (YYYY-MM-DD):**  | **Date (YYYY-MM-DD):**  |

1. **Narrative Assessment**

## Results Achieved Against Commitments

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## Demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html)

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1. **Performance Rating**

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| --- | --- | --- | --- | --- | --- | --- |
| **Rating** | **Unable to Assess (Level 0)** | **Did not meet****(Level 1)** | **Succeeded –** **(Level 2)** | **Succeeded****(Level 3)** | **Succeeded +****(Level 4)** | **Surpassed****(Level 5)** |
| **Definition** | Performance could not be assessed for a variety of reasons, such as having worked an insufficient amount of time in the position to adequately evaluate performance. | Did not achieve performance expectations. | Did not fully succeed in meeting performance expectations, or succeeded in a position of much lesser scope and complexity compared to other executives at the same level. | Fully achieved performance expectations. | Exceeded performance expectations, or fully succeeded in a position of much greater scope and complexity compared to other executives at the same level. | For truly exceptional performance that went significantly beyond expectations. |
| **Achievement of commitments and demonstration of the Key Leadership Competencies** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **If performance could not be assessed, specify the reason:** | [ ]  Non-Executive acting for an insufficient period [ ]  Language Training [ ]  New in position [ ]  Interchange Canada[ ]  Retirement/Resignation [ ]  Leave of absence [ ]  Special Deployment [ ] Other |

1. **Performance Assessment Signature**

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| --- | --- |
| Employee | Manager |
| [ ]  My manager and I have discussed the content of my performance agreement, including the assessment of my performance against my commitments, associated performance measures, and demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html). We have also discussed the achievement of my learning and development objectives. | [ ]  The employee and I have discussed the content of his/her performance agreement, including the assessment of his/her performance against commitments, performance measures, and demonstration of the [Key Leadership Competencies](https://www.canada.ca/en/treasury-board-secretariat/services/professional-development/key-leadership-competency-profile/examples-effective-ineffective-behaviours.html). We have also discussed the achievement of his/her learning and development objectives. |
| **Comments:** | **Comments:** |
| **Signature:** | **Signature:** |
| **Date (YYYY-MM-DD):**  | **Date (YYYY-MM-DD):**  |