**Public Service Performance Agreement 2020–2021**

**Core Public Administration (CPA) Privacy Notice**

The information provided in this document is collected under the authority of subsection 11.1 of the *Financial Administration Act* (FAA) for the purpose of supporting performance management of employees in the core public administration.

Use of this performance agreement fulfills the responsibility of the deputy head of *(name of department)* to establish an employee performance management program, including annual written performance assessments for all employees as set out in the [*Directive on Performance Management*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27146), issued pursuant to section 7 and subsection 11.1 of the FAA. All employees are required to be assessed in accordance with their terms and conditions of employment.

The information provided may be used or disclosed for the purposes of policy analysis, research, audit, evaluation, statistics, staffing and recruitment, talent management, and succession planning. Specifically, it may be used by federal departments and agencies (listed in Schedules I and IV of the FAA) for staffing and recruitment purposes, talent management and succession planning, and by the Treasury Board of Canada Secretariat for policy analysis, research, and evaluation purposes.

Personal information will be protected under the provisions of the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) and will be stored in [Personal Information Bank TBS PCE 754](http://www.infosource.gc.ca/emp/emp03-eng.asp#pse912). Under the *Privacy Act*, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions. If you wish to exercise this right or if you require clarification about this statement, contact the [Access to Information and Privacy Coordinator](http://publiservice.tbs-sct.gc.ca/atip-aiprp/apps/coords/index-eng.asp) within your department or the [Office of the Privacy Commissioner of Canada](http://www.priv.gc.ca/index_e.asp). Retention and disposal of performance management information will be done in accordance with the suggested retention periods for common administrative and operational functions in the [Generic Valuation Tools](https://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/generic-valuation-tools/Pages/introduction.aspx) of the Library and Archives Canada.

Personal information that you provide about another individual may be accessible to that individual under the *Privacy Act.*

**Canadian Food Inspection Agency (CFIA) Privacy Notice**

The information provided in this document is collected under the authority of subsection 12.1 of the *Financial Administration Act* and subsection 13.2 of the *Canadian Food Inspection Agency Act* for the purpose of supporting employee performance management within the Agency. Section 13.2 of the *Canadian Food Inspection Agency Act* establishes the President's authority to set the terms and conditions of employment which includes an employee's participation in the performance management process.

This information is being collected and used under the Agency's legislative authority for the following purposes: performance management, human resources planning, training and development, staffing and talent management. The information being collected may also be used or disclosed for the purposes of policy analysis, research, audit, evaluation and statistics. Personal information of CFIA employees will be accessible to Treasury Board of Canada Secretariat (TBS), Office of the Chief Human Resources Officer (OCHRO) support personnel as part of their responsibilities in supporting and maintaining the PSPM Application.

Personal information will be protected under the provisions of the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html) and will be stored in [Personal Information Bank PSE 912](http://publiservice.tbs-sct.gc.ca/atipo-baiprp/sfg-srg/sfg-srg02-eng.asp) (Employee Performance Management Program). Under the Privacy Act, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions. If you wish to exercise this right or if you require clarification about this statement, contact the Agency's HR department at cfia.ld-da.acia@canada.ca. Alternatively, individuals may contact the Agency's Access to Information and Privacy Office at cfia.atip-aiprp.acia@canada.ca or by mail at 1400 Merivale Road, Tower 1, Room 0-149 Ottawa, ON K1A 0Y9, Canada. You also have the right to file a complaint to the Office of the Privacy Commissioner of Canada regarding the handling of personal information through the PSPM Application either by the Agency or TBS OCHRO.

Personal information you provide about another individual may be accessible to that individual under the *Privacy Act.*

**Section A: Personal Information**

|  |  |
| --- | --- |
| **Employee Information** | **Current Manager/Supervisor Information** |
| * PRI/HRMIS Number for RCMP/DND Service Number for Military: [PRI]
* Surname and given name: [Names]
* Department: [Department]
* Province/Territory: [Province/Territory]
* Group and level: [Group and Level]
* Position number **[optional]**:
 | * Surname and given name:
* Department: [Department]
 |
| Departmental Fiscal Year |
| April 1, YYYY – March 31, YYYYSeptember 1, YYYY – August 31, YYYYJanuary 1, YYYY – December 31, YYYY |
| **Probation (if applicable; complete Section I)** |
| This is a probationary period. [ ] Yes [ ]  No |
| **Action plan (if applicable; complete Section F)** |
| The employee has an existing action plan (from previous cycle). [ ] Yes [ ]  NoThe employee requires an action plan. [ ]  Yes [ ]  No |
| **Talent management plan (if applicable; complete Section G)** |
| The employee has an existing talent management plan (from previous cycle). [ ]  Yes [ ]  NoThe employee requires a talent management plan. [ ]  Yes [ ]  No |
| **Learning and development plan (Section D)** |
| The employee has a learning and development plan.[ ]  Yes, in Section D of this document[ ]  Yes, in a separate template  | If the employee does not have a learning and development plan, specify the reason:[ ]  Retirement within the year[ ]  Extended leave[ ]  Other (specify):       |
| **Employee employment status** |
| [ ]  Indeterminate | [ ]  ActingBeginning: YYYY-MM-DDEnd: YYYY-MM-DD | [ ]  AssignmentBeginning: YYYY-MM-DDEnd: YYYY-MM-DD |
| [ ]  TermBeginning: YYYY-MM-DDEnd: YYYY-MM-DD | [ ]  Other (specify):      Beginning: YYYY-MM-DDEnd: YYYY-MM-DD | [ ]  SecondmentHome:      Host:      Beginning: YYYY-MM-DDEnd: YYYY-MM-DD |
| **Unrepresented/excluded (if applicable)** |
| [ ]  Unrepresented employee | [ ]  Excluded position | [ ]  Position eligible for performance pay |
| **Official languages (required)** |
| First official language:[ ]  English [ ]  French  |
| **Linguistic profile of bilingual position (if applicable):**Reading comprehension: [ ]  A [ ]  B [ ]  C [ ]  E [ ]  PWritten expression: [ ]  A [ ]  B [ ]  C [ ]  E [ ]  POral proficiency: [ ]  A [ ]  B [ ]  C [ ]  E [ ]  P |
| **The employee’s SLE[[1]](#footnote-1) results meet the requirement of his or her position:**Reading comprehension: [ ]  Yes [ ]  NoWritten expression: [ ]  Yes [ ]  NoOral proficiency: [ ]  Yes [ ]  No | **Expiry dates**Reading comprehension: YYYY-MM-DD No expiry [ ] Written expression: YYYY-MM-DD No expiry [ ] Oral proficiency: YYYY-MM-DD No expiry [ ]  |
| **Position requirements**  |
| **[Optional]**The position requires a valid **delegated authority**.[[2]](#footnote-2) [ ]  Yes [ ]  NoIf yes, does the employee have a valid delegated authority for the entire performance assessment period? [ ]  Yes [ ]  No |
| **[Optional]**The position involves supervisory responsibilities, including the responsibility for **evaluating employee performance**. [ ]  Yes [ ]  NoIf yes, has the employee completed the mandatory online course “Performance Management for the Government of Canada” (G140) and been awarded certification on performance management? [ ]  Yes [ ]  No |

**Section B: Work Objectives – Employee’s Contribution to Business Priorities**

|  |  |  |
| --- | --- | --- |
| **Beginning of the Performance Management Cycle** | **Mid-Year Review** | **Year-End Assessment****Results Achieved** |
| **Departmental Priorities or Ongoing Program Delivery / Operational Activities** | **Employee** [**Work Objectives**](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/wo-ot-eng.asp) | **Performance Indicator****or Standard** |
|  | *Work objective 1* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
|  | *Work objective 2* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
|  | *Work objective 3* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
|  | *Work objective 4* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
|  | *Work objective 5* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
|  | *Work objective 6* |  | [ ]  On track to meet expectations[ ]  Performance results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      |
| **Comments** |
| Manager/supervisor:       |
| Employee:       |

**Work Objectives Rating Descriptions and Assignment of Rating**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  **1. Did Not Meet** | [ ]  **2. Succeeded – (minus)** | [ ]  **3. Succeeded** | [ ]  **4. Succeeded + (plus)** | [ ]  **5. Surpassed** |
| Performance **did not meet** expectations.Performance results were **well below** expected performance indicators or standards defined for the work objectives and/or **hampered** the achievement of organizational goals and objectives. Timely and significant improvement is required.(Note: When performance is at this level for work objectives or core competencies, an **action plan** is required.) | Performance **meets some** but not all expectations.The employee demonstrates the potential and motivation to achieve his or her work objectives; however, occasional lapses have been observed during the performance management cycle. Performance results indicate a **need for improvement or development** in some areas. | Performance **fully meets** all expectations.The employee has effectively achieved all of his or her work objectives.The employee makes a positive contribution toward the achievement of organizational goals and objectives. | Performance **exceeds** expectations and consistently generates strong results above those required of the position.The employee makes a significant contribution toward the achievement of organizational goals and objectives. | Performance is outstanding.The employee makes an **exceptional** contribution to strategic organizational goals and objectives and consistently surpasses position requirements.The employee consistently delivers results that provide exceptional value to the team, stakeholders and the department.(Note: When *overall* performance is at this level, the employee must be offered a **talent management plan**.) |
| If unable to assess, specify reason:[ ]  Retired [ ]  Extended leave [ ]  Training [ ]  Left the core public administration [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section C: Competencies (expected behaviours)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **[Competencies](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/comp-eng.asp)****(expected behaviours)** | **Mid-Year Review** | **Year-End Assessment****Competencies Demonstrated** |
| **Core** | 1. Demonstrating integrity and respect
 | [ ]  On track to meet expectations[ ]  Competencies demonstrated to date indicate need for improvement | Manager/supervisor:      |
| 1. Thinking things through
 | [ ]  On track to meet expectations[ ]  Competencies demonstrated to date indicate need for improvement | Manager/supervisor:      |
| 1. Working effectively with others (e.g., working relationships with others and teamwork)
 | [ ]  On track to meet expectations[ ]  Competencies demonstrated to date indicate need for improvement | Manager/supervisor:      |
| 1. Showing initiative and being action-oriented (e.g., initiative)
 | [ ]  On track to meet expectations[ ]  Competencies demonstrated to date indicate need for improvement | Manager/supervisor:      |
| **Functional** | **[Optional]**Determined by manager/supervisor or organization (if deemed necessary).**Will not be rolled up in the overall year-end rating.** |
| **Technical** | **[Optional]**Determined by manager/supervisor or organization (if deemed necessary).**Will not be rolled up in the overall year-end rating.** |
| **Comments** |
| Manager/supervisor:       |
| Employee:       |

**Core Competencies Rating Descriptions and Assignment of Rating**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  **1. Did Not Meet** | [ ]  **2. Succeeded – (minus)** | [ ]  **3. Succeeded** | [ ]  **4. Succeeded + (plus)** | [ ]  **5. Surpassed** |
| The employee **rarely or never** demonstrated effective behaviours.(Note: When performance is at this level for core competencies or work objectives, an **action plan** is required.) | The employee has shown **inconsistencies** in the demonstration of effective behaviours in **typical day-to-day situations**. | The employee consistently demonstrated effective behaviours in **typical day-to-day situations**. | The employee consistently demonstrated effective behaviours in a **variety of situations including some situations which were new and/or challenging**. | The employee **consistently** demonstrated effective behaviours in a **broad range of situations including in those which were new and/or very challenging**.(Note: When *overall* performance is at this level, the employee must be offered a **talent management plan**.) |

**Section D: Learning and Development Plan (organizations can choose to use their own learning and development plan template or the one below)**

**The approval of learning activities in Section D does not constitute formal approval. Please check with your manager/supervisor to determine the approval process required.**

| **Category\*** | **Learning Objective****(competency or skill to be developed or related to position requirement)** | **Learning Activity** | **Investment (required)** | **Type of** [**Learning Activities**](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/def-act-eng.asp) | **Status\*\*** |
| --- | --- | --- | --- | --- | --- |
| **Cost**  | **Time****(hours)** | **Travel Costs**  |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 1*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Managers’ Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 2*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Manager’s Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 3*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Managers’ Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 4*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job Shadowing[ ]  Mentoring[ ]  National Manager’s Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 5*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job Shadowing[ ]  Mentoring[ ]  National Manager’s Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |
| [ ]  Job-specific (learning activities)[ ]  Job-specific (corporate mandatory learning)[ ]  Job-specific (public service mandatory learning)[ ]  Career development |       | *Activity 6*      | **$** | **hours** |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Manager’s Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professionals Network[ ]  Other:       | [ ]  In progress[ ]  Completed on YYYY-MM-DD\*[ ]  Postponed until YYYY-MM-DD\*\*Reason:      [ ]  No longer requiredReason:       |

|  |  |
| --- | --- |
|  | **Comments:** |
|  | Manager/supervisor:       |
| Employee:       |

**\*Category**

* Job-specific (learning activities): Learning required to fulfill your current position requirements
* Job-specific (corporate mandatory learning): Mandatory learning required by your organization
* Job-specific (public service mandatory learning): Mandatory learning required for employees across the public service
* Career development: Learning activities that may support you in achieving your career development goals

**\*\*Status**

* If in progress, this check box should be selected by default.
* The employee is responsible for adding the completion date in his or her learning plan.
* A date must be added in the “Postponed” category in order to transfer the learning activity to the next fiscal year, if applicable.

**Section E: Signatures, Assessment and Attestation**

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| --- |
| **Beginning of the Assessment Period** |
| **Manager/supervisor:** The employee and I have discussed the content of this performance agreement, including the commitments regarding the work objectives and the competencies (expected behaviours), and the learning and development plan. [ ]  Yes [ ]  No**Employee:** My manager/supervisor and I have discussed the content of this performance agreement, including the commitments regarding the work objectives and the competencies (expected behaviours), and the learning and development plan. [ ]  Yes [ ]  No(Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)**[Optional]****Employee:** I have read the *Values and Ethics Code for the Public Sector*, the *Policy on Conflict of Interest and Post-Employment*, and our organizational code of conduct, and understand that I am required to comply with these terms and conditions of employment. [ ]  Yes [ ]  NoManager’s/supervisor’s signature check box: [ ] Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDEmployee’s signature check box: [ ] Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |
| **Comments**  |
| Manager/supervisor:       |
| Employee:       |

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| **Mid-Year Review Period** |
| **Manager/supervisor:** The employee and I have discussed the employee’s progress against the work objectives, the competencies (expected behaviours), and the learning and development plan, and have made updates to reflect any changes where applicable. [ ]  Yes [ ]  No**Employee:** My manager/supervisor and I have discussed my progress against the work objectives, the competencies (expected behaviours), and the learning and development plan, and have made updates to reflect any changes where applicable. [ ]  Yes [ ]  No(Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)Manager’s/supervisor’s signature check box: [ ] Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDEmployee’s signature check box: [ ] Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |
| **Comments**  |
| Manager/supervisor:       |
| Employee:       |

|  |
| --- |
| **Year-End Assessment Period** **The grid in the** [**Appendix**](#Appendix) **must be used to assign the overall performance rating.** |
| [ ]  **1. Did Not Meet** | [ ]  **2. Succeeded -** | [ ]  **3. Succeeded** | [ ]  **4. Succeeded +** | [ ]  **5. Surpassed** |
| Performance **did not meet** expectations.Performance results were **well below** expected performance indicators or standards defined for the work objectives and/or **hampered** the achievement of organizational goals and objectives. Timely and significant improvement is required. | Performance **meets some** but not all expectations. The employee demonstrates the potential and motivation to achieve his or her work objectives; however, occasional lapses have been observed during the performance management cycle. Performance results indicate a **need for improvement or development** in some areas. | Performance **fully meets** all expectations. The employee has effectively achieved all of his or her work objectives. The employee makes a positive contribution toward the achievement of organizational goals and objectives. | Performance **exceeds** expectations and consistently generates strong results above those required of the position. The employee makes a significant contribution toward the achievement of organizational goals and objectives. | Performance is outstanding. The employee makes an **exceptional** contribution to strategic organizational goals and objectives and consistently surpasses position requirements. The employee consistently delivers results that provide exceptional value to the team, stakeholders and the department. |
| If unable to assess, specify reason:[ ]  Retired [ ]  Extended leave [ ]  Training [ ]  Left the core public administration [ ]  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Manager/supervisor:** The employee and I have discussed the content of this performance agreement, including the assessment against the work objectives and the competencies (expected behaviours).[ ]  Yes [ ]  No**Employee:** My manager/supervisor and I have discussed the content of this performance agreement, including the assessment against the work objectives and the competencies (expected behaviours). [ ]  Yes [ ]  No(Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)**[Optional]****Employee:** This assessment, including all related discussions, was completed in my preferred official language in accordance with my language-of-work rights. [ ]  Yes [ ]  NoManager’s/supervisor’s signature check box: [ ] Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDEmployee’s signature check box: [ ] Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |
| **Comments** |
| Manager/supervisor:       |
| Employee:       |

|  |
| --- |
| **Second reviewer (if required by your organization)** |
| **Comments:** Second reviewer’s name:       Date: YYYY-MM-DD |

**Section F: Action Plan**

An action plan, if required, is selected in Section A: Personal Information.

**Message to employee**

It has been determined that you are not meeting the work objective(s) and/or are not demonstrating the competency or competencies (expected behaviours) outlined. This action plan documents the work objective(s) and competency or competencies for which improvement is required to correct unsatisfactory performance. This action plan has been developed following discussion with you concerning expected performance improvement and the time period in which to achieve this improvement. During this time period, you must demonstrate that you have the ability to perform all the responsibilities of your current position; otherwise, further action will be taken, which may include withholding your next scheduled pay increment, demotion, or termination of employment.

|  |
| --- |
| **Details (required)** Action plan time period: Beginning: YYYY-MM-DD End: YYYY-MM-DD |
| **Desired outcome:**      |
| Acknowledgement that the discussion of the action plan has taken place on YYYY-MM-DD |
| Employee’s signature check box: [ ] Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDManager’s/supervisor’s signature check box: [ ] Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |

| **Work Objective or Competency Where Improvement Is Required** | **Specific Area(s) of Improvement** | **Required Actions\*\*****(including dates)** | **Person Responsible for the Action(s)** | **Performance Indicators****or Standard** | **Action Plan Item Time Period** | **Progress Review** | **Comments** | **Status****at Deadline** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |
|       |       |       |       |       | Beginning: YYYY-MM-DDDeadline: YYYY-MM-DD | [ ]  On track to succeed[ ]  Results to date indicate need for improvement[ ]  Work objective no longer required[ ]  N/A | Manager/supervisor:      Employee:       | [ ]  In progress[ ]  Succeeded[ ]  Did not succeed [ ]  No longer required |

\*\*Required actions include meetings between the employee and his or her manager/supervisor to discuss progress made.

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| **Closure of Action Plan** |
| **Results at Deadline**      |
| Acknowledgment of Closure of Action PlanAcknowledgement that the discussion has taken place on YYYY-MM-DDEmployee’s signature check box: [ ] Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDManager’s/supervisor’s signature check box: [ ] Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |
| **Comments** |
| Manager/supervisor:       |
| Employee:       |

**Section G: Talent Management Plan**

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| **1. Employee’s Consent** |
| I agree to have / accept a Talent Management Plan in the knowledge that information voluntarily provided by me for the purposes of the Plan may be shared with senior management and others for the purposes of identifying appropriate activities that match my profile and interests to potential career opportunities and the business priorities of the Government of Canada. Furthermore, I recognize that there are no guarantees that all of my interests will be met, and that having a plan does not replace a staffing action. [ ]  Yes (complete numbers 2 to 11 as needed) [ ]  No  |
| **2. Employee’s Information** |
| PRI or HRMIS: [PRI]Surname and given name: [Names]Group and level: [Group and Level]Province/Territory: [Province/territory]Department: [Department] |
| **3. Date That the Plan Was Established** |
| YYYY-MM-DD |
| **4. Previous Year’s Performance Rating** |
| **Work Objectives**[ ]  Did not meet [ ]  Succeeded - [ ]  Succeeded [ ]  Succeeded + [ ]  Surpassed |
| **Competencies**[ ]  Did not meet [ ]  Succeeded - [ ]  Succeeded [ ]  Succeeded + [ ]  Surpassed |
| **Overall**[ ]  Did not meet [ ]  Succeeded - [ ]  Succeeded [ ]  Succeeded + [ ]  Surpassed |
| **Functional Competencies (if applicable)**[ ]  Did not meet [ ]  Succeeded - [ ]  Succeeded [ ]  Succeeded + [ ]  Surpassed |
| **Technical Competencies (if applicable)**[ ]  Did not meet [ ]  Succeeded - [ ]  Succeeded [ ]  Succeeded + [ ]  Surpassed |
| **5. Employee’s Current Linguistic Proficiency** |
| **First official language:** [ ]  English [ ]  French |
| **Second official language proficiency** | **Reading comprehension**[ ]  X[ ]  A[ ]  B[ ]  C[ ]  E[ ]  P[ ]  Not assessedExpiry date (if applicable): YYYY-MM-DD | **Written expression**[ ]  X[ ]  A[ ]  B[ ]  C[ ]  E[ ]  P[ ]  Not assessedExpiry date (if applicable):YYYY-MM-DD | **Oral proficiency**[ ]  X[ ]  A[ ]  B[ ]  C[ ]  E[ ]  P[ ]  Not assessedExpiry date (if applicable): YYYY-MM-DD |
| **Other languages** | [ ]  Arabic | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Cantonese | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  German | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Italian | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Japanese | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Mandarin | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Portuguese | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Punjabi | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Russian | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Sign language | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Spanish | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |
| [ ]  Other:       | [ ]  Beginner [ ]  Intermediate [ ]  Advanced |

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| **6. Employee’s Educational Profile** |
| **Educational achievements** | **Secondary School** | **College or CEGEP** | **University** |
| [ ]  Grade 12 in all provinces and territories[ ]  Secondaire II in Quebec, Grade 8 in all other provinces and territories[ ]  Secondaire III in Quebec, Grade 9 in all other provinces and territories[ ]  Secondaire IV, SSVD, AVS in Quebec, Grade 10 in all other provinces and territories[ ]  Secondaire V, SSVD, AVS in Quebec, Grade 11 in all other provinces and territories | [ ]  College or CEGEP credits[ ]  College or CEGEP attestation[ ]  College or CEGEP certificate[ ]  College or CEGEP diploma[ ]  College or CEGEP Bachelor or Applied Bachelor[ ]  College or CEGEP Master or Applied Master | [ ]  University credits[ ]  University certificate or diploma[ ]  Bachelor’s degree[ ]  Graduate diploma (DESS)[ ]  Master’s degree[ ]  Doctorate[ ]  Post-doctorate studies |
| Please select an **area of study** below: |
| **Area of Study** |
| [ ]  Administration Sciences[ ]  Agriculture, Food Sciences, Forestry and Fisheries[ ]  Arts, Language and Literature[ ]  Communications, Media and Information Sciences[ ]  Computer Science, Information Management and Information Technology[ ]  Education, Tourism, Recreation and Leisure[ ]  Engineering, Technology, Architecture and Planning | [ ]  Law and Protection Services[ ]  Medical, Health and Animal Sciences[ ]  Pure, Natural and Applied Sciences[ ]  Sciences[ ]  Social Sciences and Humanities[ ]  Technology[ ]  Trades[ ]  Water, Environmental, Earth and Atmospheric Sciences |
| **Professional designations, affiliations and certifications** |       |
| **Volunteer experience** |       |
| **Awards/recognition** |       |
| **Work accomplishments and strengths** |       |
| **7. Employee’s Mobility Preferences** |
| **Willingness to relocate within Canada**  | [ ]  Yes [ ]  No |
| Where: | [ ]  National Capital Region[ ]  Ontario[ ]  Quebec[ ]  Nova Scotia[ ]  New Brunswick[ ]  Prince Edward Island[ ]  Newfoundland and Labrador[ ]  All | [ ]  Manitoba[ ]  Saskatchewan[ ]  Alberta[ ]  British Columbia[ ]  Nunavut[ ]  Yukon[ ]  Northwest Territories |
| **Willingness to relocate outside Canada**  | [ ]  Yes [ ]  No |
| **Mobility considerations** |       |
| **8. Employee’s Career Interests** |
| **Interest in staying in current position at current level but seeking new challenges (e.g., special assignment, project, functional leadership opportunity, etc.)** | [ ]  Yes [ ]  No |
| If yes, provide details:      |
| **Interest in another position at current level**  | [ ]  Yes [ ]  No |
| If yes:[ ]  In current department/agencyand/or[ ]  In another department/agency |
| If yes, provide details:      |
| **Interest in advancing to the next level in current occupational group** | [ ]  Yes [ ]  No |
| If yes:[ ]  In current department/agencyand/or[ ]  In another department/agency |
| If yes, provide details:      |
| **Interest in moving to a different occupational group** | [ ]  Yes [ ]  No |
| If yes:[ ]  In current department/agencyand/or[ ]  In another department/agency |
| If yes, details:      |
| **Interest in gaining experience working temporarily outside the federal public service** | [ ]  Yes [ ]  No |
| If yes, provide details:      |
| **Other** | Details:      |
| **9. Desired Outcome of Talent Management Plan** |
|       |

| **10. Developmental Plan Items** |
| --- |
| **Objective** | **Activity** | [**Type of Activity**](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/def-act-eng.asp) | **Accountabilities for Activity****(employee, and/or manager/supervisor, and/or other)** | **Estimate** | **Projected end date of Activity** | **Status** | **Comments** |
| **Costs** | **Time****(hour)** | **Travel costs****(if applicable)** |
|       |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Managers’ Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professional Networks[ ]  Other:       |       |       |       |       | YYYY-MM-DD | [ ]  In progress[ ]  Completed[ ]  Pending[ ]  No longer applicable[ ]  Deferred | **Employee:**      |
| **Manager/Supervisor:**      |
|       |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional Communities[ ]  Job shadowing[ ]  Mentoring[ ]  National Managers’ Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professional Networks[ ]  Other:       |       |       |       |       | YYYY-MM-DD | [ ]  In progress[ ]  Completed[ ]  Pending[ ]  No longer applicable[ ]  Deferred | **Employee:**      |
| **Manager/Supervisor:**      |
|       |       | [ ]  Action learning[ ]  Blended learning[ ]  Classroom[ ]  Coaching[ ]  Communities of practice[ ]  Conferences[ ]  Developmental program[ ]  E-learning[ ]  Functional communities[ ]  Job Shadowing[ ]  Mentoring[ ]  National Managers’ Community[ ]  On-the-job training[ ]  Workshops[ ]  Young Professional Networks[ ]  Other:       |       |       |       |       | YYYY-MM-DD | [ ]  In progress[ ]  Completed[ ]  Pending[ ]  No longer applicable[ ]  Deferred | **Employee:**      |
| **Manager/Supervisor:**      |

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| **11. Closure of Talent Management Plan** |
| **Manager/Supervisor** |
| [ ]  Desired outcome met [ ]  Desired outcome not met[ ]  Talent management plan no longer requiredIf no longer required, provide reason:       |
| Date: YYYY-MM-DD |
| **12. Comments** |
| **Manager/Supervisor:**       |
| **Employee:**       |

**Section H : Career Progression Management Framework for Federal Researchers (RE Framework)**

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| **Employee’s Profile (required)** |
| 1. Will you be seeking a review this year? [ ]  Yes [ ]  No
2. When was your dossier last reviewed?

[ ]  Less than 12 months ago[ ]  Between 1 and 3 years ago[ ]  Between 3 and 5 years ago1. When was your last promotion?

[ ]  Less than 5 years ago[ ]  Between 5 and 10 years ago[ ]  Over 10 years ago |
| **Attestation (required)** |
| Employee[ ]  I have had a discussion with my manager/supervisor regarding my career progression.Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DDManager/supervisor[ ]  I have had a discussion with the employee regarding his or her career progression.Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: YYYY-MM-DD |
| **Employee’s Career Dossier** |
| **Comments** |
| Employee:       |
| Manager/Supervisor:       |

**Section I: Probation**

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| --- |
| **Period of Probation (required)** |
| From: YYYY-MM-DD To: YYYY-MM-DD |
| **Developmental Program(if applicable)** |
|  |
| **Probation Completed (required)** |
| [ ]  The probation period has been completedThe employee successfully completed the probation period.[ ]  Yes [ ]  No Date: YYYY-MM-DD |
| **Comments** |
| Manager/Supervisor:       |
| Employee:       |

## Appendix: Assigning an Overall Performance Rating

At year-end, managers/supervisors [assess performance and determine ratings](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/asses-eval-eng.asp). Following a conversation with each employee, they assign one rating for [work objectives](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/wo-ot-eng.asp) and another for the [core competencies](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/comp-eng.asp). They then document the rating in the [performance agreement](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/pa-er-eng.asp).

The ratings for work objectives and core competencies combined generate an overall performance rating, based on the following grid. The overall rating appears in the box where the work objectives rating on the vertical axis meets the core competencies rating on the horizontal axis.

The [rating descriptions and examples for work objectives and core competencies](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/rde-dce-eng.asp) will give managers/supervisors and employees a better idea of what the ratings mean.

**Figure 1. Grid for Determining Overall Performance Rating**



1. . Second language evaluation. [↑](#footnote-ref-1)
2. . See required training courses available from the [Canada School of Public Service](https://idp.csps-efpc.gc.ca/idp/login-en.jsp). [↑](#footnote-ref-2)