



Beginning of Year Review

To be completed by the employee at the beginning of the year (June/July) and reviewed with the supervisor during a scheduled discussion. Both parties sign the document and retain copies for their records and reference.

Employee:	Position:
Supervisor:	
Date of Review:	

Key Performance Goals

Identify up to three performance goals, how they align with our work and that of Arete, and what kinds of support and other resources you think you may need to accomplish it (examples could include mentoring, job shadowing, dedicated time, specific learning opportunities or informal ways to develop new knowledge, skills and competence).

Goal 1: How it aligns with the work we do: What you think you need to accomplish it:
Goal 2: How it aligns with the work we do: What you think you need to accomplish it:
Goal 3: How it aligns with the work we do: What you think you need to accomplish it:

Sign Off

This document has been jointly reviewed and discussed and is approved as a planned focus for the upcoming year. Arete will strive to support the employee in their achievement of these goals as organizational resources permit.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Year End Review

This document captures an employee's overall performance results based on progress towards or achievement of the key performance goals identified at the beginning of the year. This document should be completed by the supervisor at the end of the May/June and reviewed and discussed with the employee during a scheduled discussion. Both parties sign the document and retain copies for their records and reference.

Employee:	Position:
Supervisor:	
Date of Review:	

A. Key Contributions and/or Major Accomplishments

B. Demonstrated Strengths

Based on observable competencies ('how' work is performed).

Examples:

- *Open to feedback and applies any learnings to all other cases/situations/projects*
- *Willing to tackle any projects or new challenges that arise*
- *Manages multiple tasks or projects (both longstanding and last minute) with overlapping deadlines without a problem*
- *Is reliable and supports teammates on projects and with day-to-day tasks*

C. Areas for further development (if applicable)

Based on observable competencies ('how' work is performed).

Examples:

- *Explore new/additional ways to better organize their time and project contributions...*
- *Further develop written communication skills, style and approach to align to the Arete brand*
- *Focus on timely wrap of files and completion of case management tasks*
- *Spend time becoming more proficient with e-Tera for generating reports and monitoring activity*

D. Additional Comments

Employee:

Supervisor:

Sign Off

Year-End Discussion Confirmation

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____