

**GREATER MONCTON CHAMBER OF COMMERCE  
PERFORMANCE REVIEW**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Appraiser: \_\_\_\_\_

Type of Review (check one):

- Completion of Three (3) Month Probationary Period
- Annual Performance Review
- Other \_\_\_\_\_

Review Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

The purpose of the performance review process is to improve employees' performance, assist in their personal and professional development and focus their activities on achieving the business goals of the Greater Moncton Chamber Of Commerce through the development of their own objectives. This process is dependent upon on-going open, supervisor-employee communication.

**Instructions:**

- **Complete Section 1: Review of Core Competencies**
- **Under Section 6: Employee's Comments, indicate any training you feel is required, or any topics you would like brought up in your performance discussion.**

Please complete the worksheet and return it to the CEO prior to the review discussion. It will contribute to your assessment discussion in the following ways:

- Help you organize your thinking about your performance review.
- Prepare you for your performance discussion.
- Ensure that the CEO considers your viewpoints.

---

**MISCELLANEOUS REQUESTS, NOTES & INFORMATION**

---

---

---

---

---

---

---

---

---

---

---

**SECTION 1: APPRAISAL OF CORE COMPETENCIES**

The way in which an employee accomplishes their results is as important as the results that are achieved. The competencies (traits, abilities and characteristics) listed below are important to the Greater Moncton Chamber of Commerce. If any of the factors do not apply to you, please mark N/A. The rating scale to be used is shown below.

1. Unsuccessful	Fails to meet minimum levels of acceptability. A serious deficiency.
2. Somewhat Successful	Needs development. Some improvement required. More skill/experience time in job required to attain successful performance.
3. Successful	Competent performance. Solid contributor.
4. Clearly Successful	A clear and obvious strength. Above average.
5. Superior	Totally competent. Exceptional.

Factor	Description	Employee – use white row Appraiser- use shaded row				
		1	2	3	4	5
<b>Customer Awareness</b>	Seeks input from internal and/or external customers (Chamber members and visitors). Displays sensitivity to customers' perspectives and needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Innovation &amp; Initiative</b>	Challenges traditional methods and considers novel/creative solutions. Demonstrates pro-activity in making things happen. Performs tasks with minimal supervision. Shows initiative and takes the appropriate risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Knowledge</b>	Understands job activities and their application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technical Skills</b>	Maintains up to date knowledge of technical skills. Is aware of job/industry-related products and methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team Work</b>	Displays a “win-win” approach. Displays a balance between achieving own objectives and collaborating with others to achieve the team’s objectives. Interacts with others to resolve problems and is sensitive to the needs of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Factor	Description	Employee – use white row Appraiser- use shaded row				
		1	2	3	4	5
<b>Quality &amp; Quantity of Work</b>	Displays accuracy and thoroughness. Professional in approach and presentation. Completes tasks within the required time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance</b>	Attendance at work is regular and tardiness is rare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Appearance &amp; Housekeeping</b>	Displays neat, appropriate grooming and adheres to the dress code. Work area is neat and clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stability</b>	Displays an ability to withstand pressure and to remain calm in difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 2: GOALS/OBJECTIVES**

**In the following section, the employee and appraiser will determine the most important goals or objectives the individual should achieve during the next appraisal period. These may include action plans to improve deficiencies identified in the Core Competency section or developmental activities/training courses which the employee would benefit from. Note: All goals/objectives should have a target date.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**SECTION 3: MAJOR ACHIEVEMENTS/CONTRIBUTIONS**

**In the following section, list the employee's most important achievements during the appraisal period. Some examples might be goals/objectives that were set in the last performance appraisal and achieved in the current appraisal period.**

Employee:

---

---

---

Employer:

---

---

---

**SECTION 4: APPRAISER'S SUMMARY**

---

---

---

---

**SECTION 5: OVERALL PERFORMANCE APPRAISAL (See Section 1 for Definitions)**

- 1 Unsuccessful                       2 Somewhat Successful                       3 Successful  
 4 Clearly Successful                       5 Superior

**SECTION 6: EMPLOYEE'S COMMENTS**

---

---

---

---

**SECTION 7: APPROVALS (Date & Sign)**

Appraiser's Signature: _____	Date: _____
------------------------------	-------------

Employee's Signature: _____	Date: _____
-----------------------------	-------------