

Work Planning & Review for Supervisors

Last revised: May 2022
Last reviewed: May 2017
Next review: May 2018

This section should include the top 3-6 key objectives for the upcoming year. In developing your annual work objectives you are encouraged to, and should, review your Ministry, Division/Branch and work unit plans, as appropriate, with your supervisor.

Employee Information

Employee Name

Ministry

Div/Branch

Manager Name

Plan Period

To

Review Type:

Mid-year

Year-end

Work Objectives

Work Objectives	Describe the Results Expected	Describe the Results Achieved (to be completed at mid-year and updated at year end)

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*In some cases it may be easier or more appropriate to include the result expected with the work objective; in some cases they may be the same. It's not overly important in which column the outcome statement appears, as long as there is an expected result and means to assess its achievement.

Competency Objectives

Describe the competency and related expectations	Provide examples that show how this competency level has been achieved

Note: The competencies to be identified on this page are those knowledge, skills, and attributes (either technical or behavioral) that are important to demonstrate in order to perform the current year's work assignment effectively. More information about in-scope competencies may be accessed at <https://taskroom.saskatchewan.ca/employee-resources/professional-development/competencies/>

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Learning and Development Objectives

Objectives	What activities will be undertaken to move towards this growth objective	Progress

Notes:

1. On this page, list objectives that are for the purpose of your professional development to:
 - a. Address any competency gaps for your current job
 - b. Enhance knowledge, skills, and abilities to be even better at your job; and/or
 - c. Build knowledge, skills and abilities for future roles and capacity.
2. Supervisors need to support, encourage, and fund, if possible, appropriate learning and development activities. Employees are expected to take some personal initiative for their professional development and discuss their plans with their supervisor.

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Summary of Planning & Review

Manager/Supervisor Comments:

Employee Comments:

Confirmation of Review

Initial Planning Meeting

_____	_____	_____	_____
Date	Employee (Please Sign)	Supervisor (Please Sign)	Manager (Please Sign)

Review Meeting

_____	_____	_____	_____
Date	Employee (Please Sign)	Supervisor (Please Sign)	Manager (Please Sign)

Year End Review Meeting

_____	_____	_____	_____
Date	Employee (Please Sign)	Supervisor (Please Sign)	Manager (Please Sign)