

Administrative Performance Objectives and Evaluation	
Administrator:	
Job Title:	
Department/School:	
Performance Year:	
Manager Name:	
SMT Member:	

\* After each stage please submit a copy to HR.

### Key Objectives:

Please list up to seven key objectives in support of the Strategic (TBD) and Business Plans.

- Remember that objectives should be **Specific** (what you intend to do), **Measurable** (set milestones that will track progress and define success), **Attainable** (with some stretch targets), **Relevant** (aligned with the Business Plan), and **Time-Specific** (milestone dates)
- Your objectives need to align with the corporate principles of Diversity & Inclusion and Fiscal Responsibility
- Results are achieved through collaboration and demonstrated integrity

### Performance Measures:

Completed by administrator on how you intend to measure your success for your key objective.

### Results Achieved:

To be completed by administrator at end of performance year for each key objective.

### Mid-Year Check-in:

Please summarize progress toward each objective (administrator summarizes, manager may comment).

### Final Objective Rating and Managers Comments:

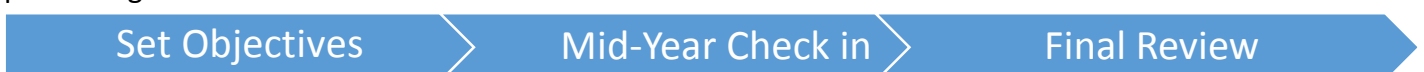
Managers please provide final comments and select a final rating for each objective.

### Professional Development Plan:

Please include up to three learning activities that you will achieve over the course of the performance year. Include as much detail as possible, including the expected completion date for each activity.

### Overall Rating Summary and Comments:

Manager includes their comments and recommended final rating before submitting to Human Resources. Once overall rating has been finalized (following SMT review), and after completion of the performance discussion, the administrator, their manager and SMT member must sign (Administrator may add final comments) and the Final review document is sent electronically and in hard copy to HR for Compensation processing.



<b>Key Objective 1</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 2</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 3</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 4</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 5</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 6</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	

<b>Key Objective 7</b>	
<b>Key Objective</b>	
Describe what you will achieve and how it relates to business priorities	
<b>Performance Measure</b>	
Describe how you will know if you have achieved your objective. Performance measures may include standards, timelines and other milestones to mark your achievements.	
<b>Results Achieved</b>	
Detail what you achieved and how you achieved it. Specifically describe how you demonstrated the Leader-manager competencies in order to achieve your objective.	
<b>Mid-Year Check in Status:</b>	
<b>Mid-Year Check in Administrator's Comments:</b>	
<b>Mid-Year Check in Manager's Comments:</b>	
<b>Mid-Year Check in Meeting Date:</b>	
<b>Final Review Manager's Comments</b>	
<b>Final objective rating</b>	



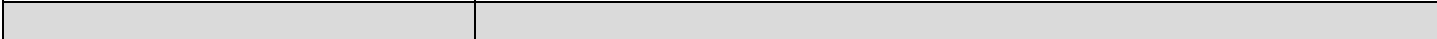


**Professional Development Plan**

<b>Learning Objective 1</b>	
<b>Details of Learning Activities</b>	
<b>Expected Completion Date</b>	



<b>Learning Objective 2</b>	
<b>Details of Learning Activities</b>	
<b>Expected Completion Date</b>	



<b>Learning Objective 3</b>	
<b>Details of Learning Activities</b>	
<b>Expected Completion Date</b>	

**Overall Rating and Summary Comments**

<b>Final Rating</b>	
<b>Manager Comments</b>	
<b>Administrator Comments</b>	

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

SMT Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SMT Member Name: \_\_\_\_\_