

Employee:	
Job Title:	
Division:	Date:

Health PEI’s Vision

Delivering high-quality, person-centered care to every Islander

Values

We demonstrate accountability.

We act with care.

We work together.

We strive for excellence.

<i>This form is to document that the following topics have been discussed. Supporting documentation should be retained by the supervisor.</i>	
Agenda	Check When Done
Discuss employee’s performance on primary responsibilities/priorities in the past appraisal period. (A job description/work plan should have been previously provided to the employee, if requested.) - Revise job description/work plan for the coming year, as needed. (If revised, provide updated copy to the employee upon request.) - Discuss how they relate to overall unit objective.	
Discuss employee’s strengths/areas for growth in critical performance factors.	
Discuss barriers to effective work performance and job satisfaction.	
Discuss possible work process improvements.	
Discuss employee’s development (over past year; future needs for current job; long-term career goals and development needs to achieve them).	
Discuss employee’s feedback/constructive suggestions for supervisor.	
Discuss anything else the employee or supervisor would like to address.	
Supervisor’s Comments: _____ _____ _____ _____ _____ _____	
Employee’s Comments: _____ _____ _____ _____ _____	
Employee meets or exceeds current expectations: Yes___ No ___ (If no, complete a PIP and attach.)	
These topics have been discussed by: Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____ <i>Provide a copy to employee, a copy to the supervisor, and send original to Human Resources for personnel file.</i>	