



For an information booklet and a list of contact resources, please [visit this Insite link](#).

Section 1: Employee Information

Employee Name		Employee ID	
Employee Dept.		Probationary?	[Select] (Y/N)
Reviewer Name		Employee Location	
Reviewer Title		Review Date	(dd-mmm-yyyy)

Section 2: Living Our Values

Conversation on “Living Our Values. Together.”

Compassion: We show kindness and empathy for all in our care, and for each other.

Accountability: We are honest, principled and transparent.

Respect: We treat others with respect and dignity.

Excellence: We strive to be our best and give our best.

Safety: We place safety and quality improvement at the center of all our decisions.



Click [here](#) to view the AHS Values Booklet. If unable to access via the link, search on Insite for the ‘AHS Values Booklet’.

Section 3: Dimensions of the Job

Rating Scale: 1: Not Demonstrated 2: Sometimes Demonstrated 3: Routinely Demonstrated NA: Not Applicable

Expertise: Demonstration of the required level of knowledge, understanding and organizational awareness required to perform the role and suggest improvements to processes.	[Select]
Delivering Solutions: Demonstration of creativity, innovation, problem solving skills aimed at improving patient-and family experiences, directly or indirectly, to establish a culture of compassion, caring and collaboration.	[Select]
Impact: Demonstration of taking accountability, effective decision making, developing working relationships, and influencing actions required to achieve results.	[Select]
Team Membership: Working cooperatively and productively with others to achieve results and effectively contribute to the diverse teams, work groups and the organization.	[Select]

Section 4: LEADS in a Caring Environment – Lead Self	
Rating Scale: 1: Not Demonstrated 2: Sometimes Demonstrated 3: Routinely Demonstrated NA: Not Applicable	
Self Aware: Shows awareness of own assumptions, behaviours, values, principles, strengths, and limitations, and understands the impact on others and the organization.	[Select]
Manages Self: Takes responsibility for own performance and adapts to the changes and general challenges at work.	[Select]
Develops Self: Develops interpersonal skills and engages in life-long learning where every experience is seen as an opportunity to learn.	[Select]
Engage Others: Ability to accomplish results through collaboration, teamwork and communication.	[Select]
Achieve Results: Demonstration of setting direction, taking action, integrating with organizational priorities and measuring and evaluating outcomes.	[Select]

Section 5: Strengths, Achievements and Opportunities for Development
<p>Strengths/Achievements: <i>(Summarize employee strengths and achievements.)</i> Enter Here</p>
<p>Opportunities for Development: <i>(Where applicable, identify opportunity for performance development that will assist employee in their role.)</i> The Employee Development Plan Template may be used in action planning. If unable to access via the link, it can be found on the Performance Review page on Insite. Enter Here</p>

Section 6: Comments

Reviewer Comments:

Enter Here

I confirm that the employee has completed the Continuing Education Training on [MyLearningLink](#) titled:

“ACE – AHSecure – Collect IT, Protect IT”.

“ACE – Ethics Governance Documents, Policies & Procedures”.

I Confirm that the employee has completed a Conflict of Interest Declaration, if required.

Employee Comments:

Enter Here

[Spell Check](#)

Section 7: Signatures

Please print form and sign.

Employee Signature

Date

Manager Signature

Date

Section 8: Submission

Please give a copy of this form to the employee and send the completed and signed original as a PDF file to Human Resources, e-Records by email to Hrdataadmin.ahs@ahs.ca for retention on the employee’s personnel record.