

**Performance Management and Feedback Report (PMFR)**
Rapport de gestion du rendement et de rétroaction (RGRR)

This page must be completed for every employee Cette page doit être complétée pour chaque employé

(Not for EX and Performance Pay Levels)
(Pas pour le groupe EX ou les niveaux de rémunération au rendement)**Official Languages**

As the incumbent of a position identified as bilingual or identified as "either/or" in a designated bilingual region, I wish to have my ongoing performance review conducted, and my appraisal report completed in:

☒ English
Anglais**Langues officielles**

En qualité de titulaire d'un poste identifié bilingue ou identifié «français ou anglais essentiel» dans une région désignée bilingue, je désire que l'examen de rendement courant et le rapport soient faits dans la langue suivante :

☐ French
Français**Review Period - Période visée**From - Du
Y-A M D-JTo - Au
Y-A M D-J

04-01

03-31

1 - GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX

Employee Surname - Nom de famille de l'employé

Sidhu

Given Names - Prénoms

Samantha

Personal Record Identifier

Code d'identification de dossier personnel

Title of position - Titre du poste

Head, Business and Systems Analysis

Employee Group and Level

Groupe et niveau de l'employé

Branch / Agency and Sector / Directorate - Direction générale / Agence et secteur / direction

Publishing and XXX Services

Name of supervisor and telephone number
Nom du surveillant et numéro du poste téléphonique

Kimberly Chambers

Title of supervisor's position
Titre du poste du surveillant

Manager, IT Services

Supervision period - Période de surveillance

From - Du
Y-A M D-JTo - Au
Y-A M D-J

07-11

06-12

2 - EMPLOYEE CONFIRMATION FOR REVIEW PERIOD - CONFIRMATION PAR L'EMPLOYÉ DE LA PÉRIODE VISÉE

- A) I received a work plan for the past period and understand what is expected of me
J'ai reçu un plan de travail pour la période visée et je comprend mes responsabilités
- B) I am satisfied with the ongoing feedback of my performance
Je suis satisfait de la rétroaction continue sur mon rendement

☐ Yes
Oui☒ No
Non☐ Yes
Oui☒ No
Non**3 - EMPLOYEE REQUEST(S) - DEMANDE(S) DE L'EMPLOYÉ**

- A) I request a written comprehensive review of my performance for the past period
Je demande que l'examen complet de mon rendement durant la période visée soit écrit
- B) I wish to discuss the comprehensive review of my performance for the past period with the Review Officer
Je veux discuter l'examen complet de mon rendement de la période visée avec l'Agent de révision

☒ Yes
Oui☐ No
Non☐ Yes
Oui☒ No
Non**4 - FEEDBACK FREQUENCY THROUGHOUT THE PERIOD - FRÉQUENCE DE LA RÉTROACTION AU COURS DE LA PÉRIODE**☐ Ongoing
Continue☐ Quarterly
Trimestrielle☒ Annually
Annuellement☐ Other
AutreSpecify :
Précisez :**5 - TYPE OF REPORT (MANDATORY to check off at least one box) - GENRE DE RAPPORT (Il est OBLIGATOIRE de cocher au moins une case)**

A) WRITTEN (see attached) - ÉCRIT (voir pièce jointe)

Check appropriate box(es) - Cochez la (les) case(s) pertinente(s)

☐ Probation Period
Stage probatoire☐ 1st year in position
1ère année dans le poste☐ Performance beyond expectations
Rendement plus élevé que les attentes☐ Other
AutreSpecify :
Précisez :☐ Performance not up to expectations
Rendement en dessous des attentes☒ Employee's request
Demande de l'employé☐ Supervisor's request
Demande du surveillantB) ☐ Oral
VerbalC) ☐ Unable to complete
Impossible à compléterSpecify reason
Précisez la raison :**6 - CERTIFICATION (MANDATORY) - CERTIFICATION (OBLIGATOIRE)**

A) Supervisor: I certify that I have respected the Performance Management and Feedback Policy as set out in the Guide

Surveillant : Je certifie que j'ai respecté la Politique de la Gestion du rendement et de la rétroaction telle qu'écrite dans le Guide

B) Employee: I certify that I have received a comprehensive review of my performance for the past period

Employé : Je certifie que j'ai reçu un examen complet de mon rendement pour la période visée

Signature

Date

Signature

Date

Sections 7 and 8 are mandatory for: - Les sections 7 et 8 sont obligatoires pour :

- i) New employees
Nouveaux employés
- ii) Work Improvement
Amélioration du travail

- iii) Top performance
Rendement élevé
- iv) 1st year in a position
1ère année dans le poste

- v) Employee's/Supervisor's request
Demande de l'employé/surveillant

PERFORMANCE REVIEW SUMMARY - RÉSUMÉ DE L'EXAMEN DU RENDEMENT
(To be completed by the supervisor based on earlier discussions with the employee
Doit être rédigé par le surveillant et doit résumer les discussions antérieures avec l'employé)

Summarize employee's major achievements and describe his/her performance
Résumez les principales réalisations de l'employé et décrivez son rendement

Accomplishments

- Lead the Business Analysis group and supervised the work of the team
- Provided Business Analysis services and quality assurance on change requests for the e-Bookstore and Axapta system, as approved by the Change Review Board
- New Chart of Account - met deadline and expectations, large effort, very well done, good leadership
- Client Care, good leader, very good teamwork, good advice, project more complex than anticipated
- Change Management Process review and chair of CRB, very well done
- RFP evaluation for Client Care, went very well
- Training Axapta (mine and others), excellent knowledge of business and system.

Comments on Performance

I appreciate your feedback, good open communication, initiative (you foresee potential problems, recommend corrective actions and take appropriate actions), dedication to your work, quality of your work, excellent knowledge of the business and system, efficient working relationships, good supervisor for Louise and good leader (including leading consultants), high volume of work, keen to improve yourself and the practices of others for the well being of the work environment.

I recommend to pay attention to the tendency towards perfectionism, and to potentially lower expectations of others and of yourself, which could avoid future possible conflicts.

Shorter written text (e-mail) would be appreciated, except when more details are required; maybe a summary for the Manager and Director would be appropriate in some cases.

The group needs to improve in project management practices, and I count on you to help us achieve this goal.

Thank you for your effort and great work, it's a pleasure to work with you as part of my team.

8 - EMPLOYEE'S COMMENTS - COMMENTAIRES DE L'EMPLOYÉ

The employee may comment the written summary presented in section 7
L'employé peut commenter le résumé écrit rédigé à la section 7

This is the first report that I have ever been asked to complete while I have been in government (roughly 6 years, 3 of which have been within PDS). I am happy to have a review as I do not feel that I get enough feedback on a formal basis. Mostly, it has been communicated that I am doing a good job via thank you e-mails and meetings. However, a more formal review on a yearly basis would be appreciated. I do recognize that I was without a supervisor until August of 2005 and that a formal review would have had to have been done by my Director, who may or may not have had the time to address this. I feel that the feedback is important for me to be able to improve and progress in my career in the Public Service.

In terms of not receiving work objectives and plan, this is the first formal review with my current manager and no objectives/plans were provided by my Director in the past. I feel this has been approached on a more informal basis through the ITS plan and implementation of the change management process. I have a good idea of what is expected of me and have drafted my own list of work objectives.