

**PERFORMANCE APPRAISAL**

A.

NAME Gabrielle Harvey

CLASS OR WORKING TITLE [REDACTED]

POSITION NO. [REDACTED]

DEPARTMENT \_\_\_\_\_

DIVISION \_\_\_\_\_

APPRAISAL PERIOD October 20, 19 [REDACTED] TO June 30, 19 [REDACTED]

DATE OF APPRAISAL November 7, 19 [REDACTED]

B. KEY RESPONSIBILITY AREAS (MAJOR JOB FUNCTIONS) IDENTIFIED AT THE LAST APPRAISAL AND/OR REVIEW:

SEE APPENDIX I

C. APPRAISAL OF RESULTS ACTUALLY ACHIEVED IN THE ABOVE AREAS

Gabrielle has made significant contributions in three major areas:

- i.) she has increased substantially the quality of communications counsel and planning provided to her clients. As well, the actual communications products produced under her supervision have improved technically, aesthetically and effectively;
- ii) through her professionalism and approach, she has greatly assisted in the effective integration of the Communications Branch within the department;
- iii) she has contributed to the development of a team spirit within the branch which is founded on commitment to departmental objectives and personal growth through setting and achieving high standards.

(See also Appendix II)

D. OVERALL ASSESSMENT OF EMPLOYEE'S PERFORMANCE INCLUDING AREAS WHERE MOST SUCCESS HAS BEEN SHOWN AND WHERE IMPROVEMENT IN PERFORMANCE IS NEEDED:

Gabrielle more than meets requirements. Her initiative and hard work as well as her skills make her a valuable team member. As a generalist she has a broad range of technical skills within the communications field. She is an effective consultant and project supervisor providing sound counsel and delivering effective, quality product on budget and on time. Perhaps her greatest asset is her strategic planning and organizational capability. This strength should be built upon through additional courses and work experience. Added development in human resource management and leadership, would enhance Gabrielle's potential as a management prospect.

(See Appendix IV)

OVERALL ASSESSMENT OF PERFORMANCE:

inadequate

below requirements

meets requirements

exceeds requirements

outstanding

## Appendix IV

October 19██ - July 19██

### HIGHLIGHTS OF WORK PERFORMED THAT EXCEED REQUIREMENTS

1. Gabrielle significantly increased the credibility of the branch by establishing excellent working relationships with department managers. For example: Gabrielle not only developed excellent working relationships, but completely turned around the Director of Meetings Marketing's perception of Communications. The client went from distrust and avoidance of the Communications function to a high level of confidence, evidenced by his frequent and regular request for involvement and advice. Gabrielle developed the first communications plan for the Branch. As a result, Communications has become an integral part of the Meetings Marketing Branch's programming.

2. Gabrielle exceeded her goal of providing a high level of service to the client's satisfaction. She managed an excessive number of projects (up to 45 projects simultaneously), all of which were delivered on time, on budget, and without any errors or deviation from the high standards strived for in the Branch. She exceeded by not only meeting all the clients' requests, but also being proactive in her servicing. This would not be expected under the conditions she was working in.

For example: she developed a comprehensive marketing plan for the ███ Action Plan program. The marketing plan was very well received by the Development Division and the Deputy Minister; it is currently being implemented.

Gabrielle's understanding of marketing and initiative exceeded requirements; it has enabled her to integrate communications planning more effectively into department programs, and it has enlarged the scope of the service provided by Communications.