



Date:

Investigation By

Branch

APOC Appraisal Investigation

Member Name:		ID Number:	
Current Position:	How Long:	Seniority Date:	
Office:		Section:	
Immediate Supervisor:		Manager:	Director:

Appraisal Period

1st Quarter:	3rd Quarter:
2nd Quarter:	Final:

What is the member's rating? _____

Was the member informed of their rating for the period in question? Yes / No if yes date: _____	Needs Improvement / Commendable / Exceptional
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Date member was advised of rating? _____

Was APOC representative advised? Yes / No if yes, when: _____ Who: _____

Competency Process Review

The following competency information must be identified by Team Leader to support their decision in the rating process. Please circle areas of concern.

- | | | | |
|--------------------------------|---------------------------------|------------------------------|------------------------------|
| Influencing | Information Gathering | Initiative | Innovating |
| Oral Communication | Organizational Awareness | Planning | Motivating |
| | | | Problem Analysis |
| Relationship Management | Resilience | Strategic Perspective | Teamwork |
| | | | Written Communication |

Questions	Yes	No	Date
Has the member viewed his/her Annual Competencies Review to determine proficiency level?			
Have the competencies been recorded and filed in SAP			
Has additional training been identified?			
Has Human Resources, and Training been contacted to set up training portfolio? (if yes) <i>(Identify training and date scheduled)</i>			
Have all training requirements been recorded in SAP?			
Appraisal Review Process			
Was the member verbally told that their performance is at an unacceptable level? If yes by whom?			
Has member been notified in writing that his/her performance is at a NEEDS IMPROVEMENT RATING? Yes / No please indicated date of letter			
1 st Quarter:	3 rd Quarter:		
2 nd Quarter:	Final:		
Has the member reviewed the performance appraisal with their team leader and has he/she been given clear instructions and expectations? Date the first review			
Does the member fully understand the expectations within the appraisal? Are all goals inline with S.M.A.R.T. objectives?			

Appraisal Review Process cont'			
<i>The following questions are to be asked for each objective which have not demonstrated the desired results</i>			
	Yes	No	Date
Has Human Resources been contacted? (If <i>so who?</i>)			Year end
Has the member been involved regarding input to correct the behaviors? (<i>if yes what</i>)			
Has a Performance Improvement Plan been drafted and /or implemented?			
Has a copy of the Performance Plan been attached to the employee's file in SAP?			
Other			
Other			

APOC Appraisal Investigation Check Off List

<i>Subject Matter</i>	<i>Check when complete</i>
Copy of Performance Appraisal	
Copy of any correspondence which supports team leader's decision	
Copy of any correspondence from the member	
Copy of Performance Improvement Plan	
Copy of performance numbers	
Other	
Other	
Other	