

USMC Annual Performance Evaluation Non-Unionized/Exempt Employee Group

Employee:		Evaluation Date:	
Title:		Supervisor:	
Department:		Supervisor's Title:	
Review Period:	July 1, 2025 to June 30, 2026		

Section 1: Specific Objectives/Accomplishments & Challenges in the Year Past

Identify 3 goals or accomplishments that you achieved over the past year, and how they are linked to St. Mike's 180 strategic plan <https://stmikes.utoronto.ca/stmikes180>. Describe the barriers and unexpected challenges that you faced over the past year. Explain whether any goals/objectives were modified due to departmental operation challenges or changed priorities. Have your accessibility needs, including documented individual accommodation plan (if applicable), been taken into account?

USMC Competencies Guide is available as a reference: <https://stmikes.utoronto.ca/wp-content/uploads/2022/02/USMC-Competencies-Guide-for-Non-Union-Employee-Group.pdf>.

Employee Response:

Supervisor Comments:

Section 2: Risk Accountability and Mitigation (to be completed by department leaders only)

As part of the annual performance assessment, the department leader is required to identify and take accountability for the department's most significant risks by selecting **three key risks currently rated at Level 4 or 5 priority** from the department's Risk Register. For each selected risk, the department leader must provide a brief description of the risk and its current status, along with a clear mitigation plan outlining the specific actions that will be undertaken to reduce or eliminate the risk, including timelines and, where applicable, measures of success. Mitigation plans are expected to be actionable and designed to achieve measurable progress within the next year. The focus of this section is not only to report on high-priority risks, but to demonstrate a proactive and results-oriented approach to managing and mitigating those risks.

Employee Response:

Supervisor Comments:

Section 3: Performance Objectives or Goals for the Year Ahead

Note any specific goals or objectives expected in the year ahead and your thoughts about how they will reflect St. Mike's values and support departmental and institutional priorities. Include any expected completion dates.

Employee Response:

Supervisor Comments:

Section 4: Training, Professional Development & Support

Identify and agree on support required for the employee to achieve the goals and objectives and/or any training and professional development activities recommended for the employee to complete over the next year to assist the employee in his or her development or enhancement of skills to grow professionally at USMC.

Employee Response:

Supervisor Comments:

Section 5: Overall Summary of Performance

Summarize overall performance during the evaluation period, including successes in the past year, as well as areas for growth or development in the year ahead.

Employee Response:

Supervisor Comments:

Section 6: Overall Rating *(to be completed by the Supervisor only)*

It is important that Exempt/Non-Union staff members understand from the outset that performance ratings are relative to the performance of colleagues. When managers are assessing performance they should consider the relative performance of staff within their units. **We anticipate that the majority of ratings will fall into the “High Quality Performance” or “Excellence Performance” categories.** Ratings above these categories must be approved by Office of The President & Human Resources before finalizing. Please refer to the definitions below when selecting a Performance Rating.

Exceptional Performance

Consistently and substantially exceeded goals, objectives and expectations through outstanding achievements in all aspects of the position. This category is reserved for employees who demonstrate exceptional performance of a consistently and distinctly superior level of quality in all areas of responsibility and make significant contributions to the Department and/or University. Those who receive this rating must consistently and substantially exceed all goals as a direct result of concerted effort.

Excellent Performance

Consistently achieved and frequently exceeded job expectations, goals and objectives through concerted effort, according to plan. Demonstrated performance of a very high level of quality in all areas of responsibility.

High Quality Performance

Consistently achieved performance expectations. Work is of high quality in all significant areas of responsibility. Met job expectations, goals and objectives – both qualitative and quantitative.

Partially Achieving Performance Expectations

Partially achieved some quantitative and qualitative goals and objectives; improvement is needed. It is expected that the employee will work to fulfill job expectations in a reasonable period of time – not to exceed one year.

Unsatisfactory Performance

Did not meet a majority of the goals and objectives. Improvement is needed in most aspects of the job. It is unclear if the employee can develop to the point where all job expectations are met. This needs to be addressed immediately.

Section 7: Signatures

Employee: _____ *Date:* _____

Supervisor: _____ *Date:* _____

Employee signature indicates only that evaluation has been reviewed with the employee and not necessarily his/her agreement with the supervisor's evaluation.

***PLEASE SUBMIT FINAL SIGNED FORMS TO HUMAN RESOURCES
HR.STMIKES@UTORONTO.CA NO LATER THAN JUNE 19TH.
Accessible format of this document is available upon request.***