

Public Service Performance Agreement

Disclaimer

This document is for information purposes only to provide details on the content and fields that will be in the automated performance agreement.

To make performance management more efficient and to allow managers and employees to focus on the performance management discussion, the agreement is being automated. The performance agreement will be a common, online electronic form accessible across the core public administration. This will provide a standardized format for the consistent collection, storage and reporting on performance management data. The form and system will be developed, managed and maintained by the Office of the Chief Human Resources Officer of Treasury Board of Canada Secretariat. No department or agency will need to do any development work to support access to and reporting on performance agreements. In the future, the performance agreement, information and process will become part of the common human resource management system as defined by the standard for PeopleSoft 9.1.

The automated performance agreement that managers and employees will complete online will be made available in 2014. More information on the automation of the performance agreement will be provided soon.

Privacy Notice

The information provided in this document is collected under the authority of section 12 of the *Financial Administration Act* (FAA) and section 36 of the *Public Service Employment Act* for the purpose of maintaining information regarding the level of performance of individual employees within federal government institutions, and for determining the level of performance of individual employees, including the identification of training and development needs.

This performance agreement fulfills the responsibility of the deputy head of the department to establish an employee performance management program, including annual written performance assessments for all employees as set out in the [Directive on Performance Management](#), issued pursuant to sections 7 and 11.1 of the FAA. All employees are required to be assessed in accordance with their terms and conditions of employment.

The information provided may be used or disclosed for the purposes of policy analysis, research, audit, evaluation, statistics, staffing and recruitment, talent management, and succession planning. Specifically, it may be used by federal departments and agencies (listed in schedules I and IV of the Financial Administration Act) for staffing and recruitment purposes, talent management and succession planning, and by the Treasury Board of Canada Secretariat for policy analysis, research, and evaluation purposes.

Personal information will be protected under the provisions of the [Privacy Act](#) and will be stored in [Personal Information Bank PSE 912](#). Under the *Privacy Act*, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions. If you wish to exercise this right or if you require clarification about this statement, contact the [Access to Information and Privacy Coordinator](#) within your department or the [Office of the Privacy Commissioner of Canada](#). Retention and disposal of performance management information will be done in accordance with the [Retention Guidelines for Common Administrative Records of the Government of Canada](#) and Library and Archives Canada's [Multi-Institutional Disposition Authority \(MIDA\) 98/005, Human Resources Management Function](#).

Personal information that you provide about another individual may be accessible to that individual under the *Privacy Act*.

Canadian Food Inspection Agency (CFIA) Privacy Notice

The information provided in this document is collected under the authority of subsection 12.1 of the *Financial Administration Act* and subsection 13.2 of the *Canadian Food Inspection Agency Act* for the purpose of supporting employee performance management within the Agency. Section 13.2 of the *Canadian Food Inspection Agency Act* establishes the President's authority to set the terms and conditions of employment which includes an employee's participation in the performance management process.

This information is being collected and used under the Agency's legislative authority for the following purposes: performance management, human resources planning, training and development, staffing and talent management. The information being collected may also be used or disclosed for the purposes of policy analysis, research, audit, evaluation and statistics. Personal information of CFIA employees will be accessible to Treasury Board of Canada Secretariat (TBS), Office of the Chief Human Resources Officer (OCHRO) support personnel as part of their responsibilities in supporting and maintaining the PSPM Application.

Personal information will be protected under the provisions of the [Privacy Act](#) and will be stored in [Personal Information Bank PSE 912](#) (Employee Performance Management Program). Under the Privacy Act, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions. If you wish to exercise this right or if you require clarification about this statement, contact the Agency's HR department at cfia.ld-da.acia@canada.ca. Alternatively, individuals may contact the Agency's Access to Information and Privacy Office at cfia.atip-aiarp.acia@canada.ca or by mail at 1400 Merivale Road, Tower 1, Room 0-149 Ottawa, ON K1A 0Y9, Canada. You also have the right to file a complaint to the Office of the Privacy Commissioner of Canada regarding the handling of personal information through the PSPM Application either by the Agency or TBS OCHRO.

Personal information you provide about another individual may be accessible to that individual under the *Privacy Act*.

Parks Canada Agency (CAP) Privacy Notice

The information provided in this document is collected under the authority of subsection 12.1 of the *Financial Administration Act* and subsection 13.3(b) of the *Parks Canada Agency Act* for the purpose of supporting employee performance management within the Agency. Section 13.3(b) of the *Parks Canada Agency Act* establishes the President and CEO's authority to set the terms and conditions of employment which includes an employee's participation in the performance management process.

This information is being collected and used under the Agency's legislative authority for the following purposes: performance management, human resources planning, training and development, staffing and talent management. The information being collected may also be used or disclosed for the purposes of policy analysis, research, audit, evaluation and statistics. Personal information of PCA employees will be accessible to Treasury Board of Canada Secretariat (TBS), Office of the Chief Human Resources Officer (OCHRO) support personnel as part of their responsibilities in supporting and maintaining the PSPM Application.

Personal information will be protected under the provisions of the [Privacy Act](#) and will be stored in [Personal Information Bank PSE 912](#) (Employee Performance Management Program). Under the Privacy Act, you have the right to request access to your personal information that is held by a government organization and to request corrections should you believe your information contains errors or omissions. If you wish to exercise this right or if you require clarification about this statement, contact the Agency's HR department at pc.talent.pc@canada.ca. Alternatively, individuals may contact the Agency's Access to Information and Privacy Office at pc.aiprp-atip.pc@canada.ca or by mail at 30 Victoria Street, 5th floor (PC-05-C), Gatineau, QC J8X 0B3 Canada. You also have the right to file a complaint to the Office of the Privacy Commissioner of Canada regarding the handling of personal information through the PSPM Application either by the Agency or TBS OCHRO.

Personal information you provide about another individual may be accessible to that individual under the *Privacy Act*.

Section A: Personal Information

Employee's information		Manager's information	
PRI/HRMIS Number for RCMP/DND Service Number for Military:	078015340		
Name	Hunter	Name	Ouellette
Given name	dylan	Given name	Jacques
Position number		Position number	12174
Group	IT - Information Technology	Group	IT - Information Technology
Level	1	Level	4
Province/territory	Ontario	Period of assessment:	Beginning: 2024-04-01 End: 2025-03-31
Department	JUS		
Is the employee on probation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Performance improvement plan (if required; can be indicated as required at any point during the performance assessment period)			
The employee has an existing performance improvement plan (imported from previous cycle). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The employee requires a performance improvement plan. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Talent management plan (if required; usually indicated at year-end assessment)			
The employee has an existing talent management plan (imported from previous cycle). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The employee requires a talent management plan. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Learning and development plan			
The employee has a learning and development plan. <input type="checkbox"/> Yes, in Section D of this document <input checked="" type="checkbox"/> Yes, in a separate template If the employee does not have a Learning and development plan, specify the reason: <input type="checkbox"/> Retirement within the year <input type="checkbox"/> Extended leave <input type="checkbox"/> Other (specify):			
Employee's employment status			
<input checked="" type="checkbox"/> Term		Beginning: 2023-11-06	End: 2025-03-31
Unrepresented/Excluded			
Official languages			
First official language <input checked="" type="checkbox"/> English <input type="checkbox"/> French			
Linguistic profile of bilingual position (if applicable):		The employee's SLE¹ results meet the requirements of the position:	Expiry dates
Reading comprehension:	N/A	Reading comprehension:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Written expression:	N/A	Written expression:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oral proficiency:	N/A	Oral proficiency:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position requires a valid delegated authority . ³ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The position involves supervisory responsibilities, including the responsibility for evaluating employee performance . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

1. Second language evaluation.
2. See "[Occupational certification](#)" in the Treasury Board's *Qualification Standards*.

3. See the required Authority Delegation Training course available from the [Canada School of Public Service](#).

Section B: Work Objectives - Employee's Contribution to Business Priorities

There should be a maximum of six work objectives; however, three are recommended.

#1 Promote a Healthy and Inclusive work environment
Beginning of the Performance Management Cycle
Departmental Priorities or Ongoing Program Delivery/Operational Activities
Model ethical leadership behaviors and take actions to build a healthy, respectful and inclusive work environment for all employees.
Employee Work Objectives
Continue to develop awareness on respect and civility in the workplace through group discussions and/or training in organizational units. Continue open discussion with team members to identify successes or needs for improvements. Continue open discussions with team members and clients to promote collaboration and a positive work environment.
Performance Indicator or Standard
Ensure all mandatory training is completed. Raise concerns that may affect a healthy or inclusive workplace. Continue to foster a safe and healthy work environment where open communication and collaboration is supported.
Mid-Year Review
<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Performance results to date indicate need for improvement <input type="checkbox"/> Work objective no longer required <input type="checkbox"/> N/A
Year-End Assessment Results Achieved
Manager: Dylan has a strong natural respect of the values and ethics in GC and his position in the department. Dylan has never had a negative reaction when confronted with people of various ethnicities or religious beliefs. As his manager, I have participated in a couple of meeting where the client was difficult, and Dylan never reacted and kept his calm. He then later discussed with management the conflict with the client and how it was not conducive to a healthy work environment. Dylan's patience and calm personality helped ensure a successful completion of the meeting and a health work environment. He has completed all his mandatory courses.
#2 Ongoing Program Delivery
Beginning of the Performance Management Cycle
Departmental Priorities or Ongoing Program Delivery/Operational Activities
Working in a collaborative, integrated manner, leveraging the expertise of counterparts in all ISB. Work horizontally and in partnership with clients.
Employee Work Objectives
1.Maintain an agile approach to developing proposals and/or providing input/solutions, to ensure the Branch perspective is represented our products, services and resources. 2.Demonstrated effort in working horizontally in the Sector. 3.Work in partnership with clients to ensure that the Branch can help shape and deliver their business requirements.
Performance Indicator or Standard
Demonstrated actions to ensure that all teams and clients receive regular debriefs on meetings and initiatives. Demonstrated effort in working horizontally in the Branch, Sector, Department, and within the GC community. Demonstrated work in partnership with clients to ensure ISB can help shape and deliver business requirements. Demonstrated work in partnership with external partners /service providers, such as SSC, on delivery of departmental solutions.
Mid-Year Review
<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Performance results to date indicate need for improvement <input type="checkbox"/> Work objective no longer required <input type="checkbox"/> N/A
Year-End Assessment Results Achieved

PDF generated on: 2025-3-27-Year-End Assessment - Completed

Manager: Dylan did not get a lot of exposure outside of his work unit. He did spend some time working with Financial Applications. He also had a few interactions with other clients. When Dylan did work with others outside of his work unit, he was a model of how ISB can be supportive and helpful to the delivery service to the department.
#3 Maintain Division Operations
Beginning of the Performance Management Cycle
Departmental Priorities or Ongoing Program Delivery/Operational Activities
Engagement of the workforce in creating a quality, client-driven operational environment that supports the provision of ongoing and new automation solutions
Employee Work Objectives
Internal Service Delivery Result
Performance Indicator or Standard
Work with potential clients through business intake to define opportunities to apply RPA. Collaborate with colleagues and clients to identify challenges and propose solutions. Assist with the installation, architecture or documentation required for the implementation of Automation Anywhere. Develop bots using Automation Anywhere RPA platform or any other tools available within the department. Review code development for release and assist junior developers.
Mid-Year Review
<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Performance results to date indicate need for improvement <input type="checkbox"/> Work objective no longer required <input type="checkbox"/> N/A
Year-End Assessment Results Achieved
Manager: Dylan is a model of demonstrating ongoing program delivery. He has a unique ability to understand the big picture of what the division is trying to deliver. He can somehow instantly see the big picture and break it down into small work objectives. His calm demeanor allows him to seamlessly share his knowledge and expertise with others while listening to their perspectives and learning from their experiences. His development skill is beyond exceptional for his level. His work is key to the success of most of our projects. His unique prowess in software development made him a candidate for continued "term" employment during employee reduction so that he can advance critical projects.
Comments
Manager's comments:
Dylan first joined my team as a student. His skills have grown exponentially since then. Others, including the Sr. Tech. Advisor reviewing his work, view Dylan at a higher level than he currently holds. His coding skills are unmatched for his level. He does however need to develop the administration side of being a developer (documentation). He has demonstrated an ability to work exceptionally well with everyone he's been partnered with. However, in group settings, he is very quiet unless directly addressed. Dylan is an introvert, which is why I think it has been difficult to get him in the office for the prescribed 3 days a week.
Employee's comments:

Year-end: Work Objectives Rating Descriptions and Assignment of Rating

<input type="checkbox"/> Unable to assess	<input type="checkbox"/> Did not meet	<input type="checkbox"/> Succeeded -	<input type="checkbox"/> Succeeded	<input checked="" type="checkbox"/> Succeeded +	<input type="checkbox"/> Surpassed
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Performance cannot be assessed due to reasons specified in Section E (e.g., employee has retired)	Performance did not meet expectations. Performance results were well below expected performance indicators or standard defined for the work objectives and/or hampered the achievement of organizational goals and objectives. Timely and significant improvement is required. (Note: When performance is at this level for work objectives or core competencies, a performance improvement plan is required.)	Performance meets some but not all expectations. The employee demonstrates the potential and motivation to achieve their work objectives; however, occasional lapses have been observed during the performance management cycle. Performance results indicate a need for improvement or development in some areas.	Performance fully meets all expectations. The employee has effectively achieved all of their work objectives. The employee makes a positive contribution toward the achievement of organizational goals and objectives.	Performance exceeds expectations and consistently generates strong results above those required of the position. The employee makes a significant contribution toward the achievement of organizational goals and objectives.	Performance is outstanding. The employee makes an exceptional contribution to strategic organizational goals and objectives and consistently surpasses position requirements. The employee consistently delivers results that provide exceptional value to the team, stakeholders and the Department.
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Section C: Competencies (Expected Behaviours)

Core competencies (expected behaviours)	
Competency	1. Demonstrating integrity and respect
Mid-Year Review	<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Competencies demonstrated to date indicate need for improvement <input type="checkbox"/> Not applicable
Year-End Assessment Competencies Demonstrated	Manager: Dylan is respectful of others. He is mindful of what he says and works to ensure he doesn't say anything that could be perceived as negative. He never projects any sense of frustration or disrespect to anyone.
Competency	2. Thinking things through
Mid-Year Review	<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Competencies demonstrated to date indicate need for improvement <input type="checkbox"/> Not applicable
Year-End Assessment Competencies Demonstrated	Manager: Dylan's work environment is in continuous flux. Work priorities continuously change. There is a high turnover of colleagues. As a result, Dylan is continuously adjusting his work to support the business priorities of the work unit. When he undertakes new responsibilities, often being passed to him from colleagues who are leaving, he has to analyze the situation by absorbing information from various sources such as the leaving employee, his management as well as the work documentation.
Competency	3. Working effectively with others
Mid-Year Review	<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Competencies demonstrated to date indicate need for improvement <input type="checkbox"/> Not applicable
Year-End Assessment Competencies Demonstrated	Manager: Dylan is a strong active listener. He respectfully listens to others' opinions as well as management instructions and incorporates them into his work. Dylan can share with others, but only when prompted with specific questions. He is a very talented and intelligent developer. I look forward to watching him grow to be able to actively participate in meetings and share more with his teammates.
Competency	4. Showing initiative and being action-oriented
Mid-Year Review	<input checked="" type="checkbox"/> On track to meet expectations <input type="checkbox"/> Competencies demonstrated to date indicate need for improvement <input type="checkbox"/> Not applicable
Year-End Assessment Competencies Demonstrated	Manager: Dylan always makes sure that work (group or individual) objectives are reached. He knows what needs to be done in order to accomplish his objectives.
Functional	
Competency	
Technical	
Competency	
Comments	
Beginning of the Assessment Period:	
Manager's comments:	
Employee's comments:	
Mid-Year Review:	
Manager's comments:	
Employee's comments:	

Year-End Assessment: Manager's comments: Employee's comments:
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Year-end: Core Competencies Rating Descriptions and Assignment of Rating

<input type="checkbox"/> Unable to assess	<input type="checkbox"/> Did not meet	<input type="checkbox"/> Succeeded -	<input checked="" type="checkbox"/> Succeeded	<input type="checkbox"/> Succeeded +	<input type="checkbox"/> Surpassed
Performance cannot be assessed due to reasons specified in Section E (e.g., employee has retired).	The employee rarely or never demonstrated effective behaviours. (Note: When performance is at this level for core competencies or work objectives, a performance improvement plan is required.)	The employee has shown inconsistencies in the demonstration of effective behaviours in typical day-to-day situations .	The employee consistently demonstrated effective behaviours in typical day-to-day situations .	The employee consistently demonstrated effective behaviours in a variety of situations including some situations which were new and/or challenging .	The employee consistently demonstrated effective behaviours in a broad range of situations including in those which were new and/or very challenging .

Section E: Signatures, assessment and attestation

Beginning of the Assessment Period
<p>Employee: My manager and I have discussed the content of this performance agreement, including the commitments regarding the work objectives and the competencies (expected behaviours), and the learning and development plan. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)</p> <p>Employee: This performance agreement, including all related discussions, was completed in my preferred official language in accordance with my language of work rights. <input checked="" type="checkbox"/> Yes</p> <p>Employee: I have read the Values and Ethics Code for the Public Sector, the Directive on Conflict of Interest, and my organization's code of conduct. I understand that I have an ongoing requirement to comply with these as terms and conditions of employment. This includes reviewing my obligations under the values and ethics code, the directive and my organization's code of conduct every time there is a significant change in my personal affairs or official duties. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Manager: The employee and I have discussed the content of this performance agreement, including the commitments regarding the work objectives and the competencies (expected behaviours), and the learning and development plan. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Employee's signature check box: <input checked="" type="checkbox"/> Date: 2025-02-11 Manager's signature check box: <input checked="" type="checkbox"/> Date: 2025-02-07</p>
Comments
Manager's comments:
Employee's comments:

Mid-Year Review
<p>Employee: My manager and I have discussed my progress against the work objectives, the competencies (expected behaviours), and the learning and development plan, and have made updates to reflect any changes where applicable. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)</p> <p>Employee: This mid-year review, including all related discussions, was completed in my preferred official language in accordance with my language of work rights. <input checked="" type="checkbox"/> Yes</p> <p>Manager: The employee and I have discussed the employee's progress against the work objectives, the competencies (expected behaviours), and the learning and development plan, and have made updates to reflect any changes where applicable. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Employee's signature check box: <input checked="" type="checkbox"/> Date: 2025-02-11 Manager's signature check box: <input checked="" type="checkbox"/> Date: 2025-02-11</p>
Comments
Manager's comments:
Employee's comments:

Year-End Assessment

Employee: My manager and I have discussed the content of this performance agreement, including the assessment against the work objectives and the competencies (expected behaviours). ☒ Yes ☐ No
(Note: This statement indicates that the process has taken place; it does not indicate agreement on the content.)

Employee: This assessment, including all related discussions, was completed in my preferred official language in accordance with my language of work rights. ☒ Yes

Manager: The employee and I have discussed the content of this performance agreement, including the assessment against the work objectives and the competencies (expected behaviours). ☒ Yes ☐ No

Employee's signature check box: ☒ Date: 2025-03-27

Manager's signature check box: ☒ Date: 2025-03-27

Comments

Manager's comments:

Employee's comments:

Year-end: Overall performance rating (automatically generated)

<input type="checkbox"/> Unable to assess	<input type="checkbox"/> Did not meet	<input type="checkbox"/> Succeeded -	<input checked="" type="checkbox"/> Succeeded	<input type="checkbox"/> Succeeded +	<input type="checkbox"/> Surpassed
Performance cannot be assessed due to reasons specified in Section E (e.g., employee has retired).					

Second reviewer (if required by your organization)

Comments:

Second reviewer's name:

Date: