**Name:**

**Fiscal Year:**

**PERFORMANCE & DEVELOPMENT PLANNING**

**GOALS and COMPETENCIES**

PREPARATION SHEET

*(see Appendix A for RRU goals & Appendix B for RRU Values Based Competencies)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOALS** (*Employee OR Manager to complete within e-PDP*) | | | | **WEIGHTING**  **(MUST ADD UP TO 100%)** |
| **DEPARTMENTAL/TEAM GOAL:** | |  | |  |
| **INDIVIDUAL GOAL:** |  | | |
| DESCRIPTION: | | | |
| GOAL COMPLETION DATE (if applicable): | | |  |
| **DEPARTMENTAL/TEAM GOAL:** | |  | |  |
| **INDIVIDUAL GOAL:** |  | | |
| DESCRIPTION: | | | |
| GOAL COMPLETION DATE (if applicable): | | |  |
| **DEPARTMENTAL/TEAM GOAL:** | |  | |  |
| **INDIVIDUAL GOAL:** |  | | |
| DESCRIPTION: | | | |
| GOAL COMPLETION DATE (if applicable): | | |  |
| **DEPARTMENTAL/TEAM GOAL:** | |  | |  |
| **INDIVIDUAL GOAL:** |  | | |
| DESCRIPTION: | | | |
| GOAL COMPLETION DATE (if applicable): | | |  |
| **TOTAL WEIGHTING** | | | |  |

|  |  |  |
| --- | --- | --- |
| **COMPETENCIES** (*Manager to complete within e-PDP*) | | **WEIGHTING**  **(MUST ADD UP TO 100%)** |
| **COMPETENCY:** |  |  |
| **DESCRIPTION** *(actions/behaviours to demonstrate to achieve goals)****:*** | |
| **COMPETENCY:** |  |  |
| **DESCRIPTION** *(actions/behaviours to demonstrate to achieve goals)****:*** | |
| **COMPETENCY:** |  |  |
| **DESCRIPTION** *(actions/behaviours to demonstrate to achieve goals)****:*** | |
| **COMPETENCY:** |  |  |
| **DESCRIPTION** *(actions/behaviours to demonstrate to achieve goals)****:*** | |
| **TOTAL WEIGHTING** | |  |

**Appendix A: RRU Goals**

Source: <http://www.royalroads.ca/mission-vision-goals>

**Appendix B: RRU Values Based Competencies**

Source: <https://humanresources.royalroads.ca/sites/default/files/uploads/values-based_competencies_-_updated_2020.pdf>