**Name:**

**Fiscal Year:**

**PERFORMANCE & DEVELOPMENT PLANNING**

**GOALS and COMPETENCIES**

PREPARATION SHEET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

<https://www.royalroads.ca/about/our-vision/vision-values-goals>

**Appendix B: RRU Values Based Competencies**

<https://ourpeople.royalroads.ca/sites/default/files/2022-12/values-based_competencies_2022.pdf>