

**Vitalité Health Network**

**Performance Review and Development Plan**

**President and Chief Executive Officer**

**Evaluation form components**

**Vitalité Health Network's President and Chief Executive Officer (President and CEO) Performance Review and Development Plan** is structured so as to ensure that goals and objectives are clearly identified, success measurements are realistic, attainable and manageable, and results are monitored over time. This is the implementation phase of a performance review model.

The objectives may include organizational objectives as well as team and personal objectives. The objectives set are expected to be communicated to other leaders, managers, and staff members of the Network.

The form is divided into three parts: work objectives, behavioural competencies, and future orientations.

- A) **Part I:** The work objectives are related to the specific, measurable and tangible activities required to meet the needs and strategic and operational priorities of the Network. Accountability and fundamental responsibilities described in the President and CEO's job description are the underlying expectations related to the work. The work objectives set in the evaluation are considered as objectives that are basic and exceeding requirements to fulfill accountability and fundamental responsibilities.
- B) **Part II:** The behavioural competencies are the behaviours expected of executives, directors and managers and they are listed in the LEADS program of the Canadian College of Health Leaders.
- C) **Part III:** The future orientations provide an opportunity to review the performance strengths and possibilities and they generate a prioritization mechanism for management staff (*during mid-year and end-of-year evaluation [completion of Part A]*).

The objectives for the year and fundamental themes for interests related to leadership were identified, in collaboration with the Board of Directors, further to the business plan and annual plan and based on the position profile.

When establishing objectives, it is important to ensure that they can be managed by the President and CEO. It is understood that the Network's capacity to meet the objectives set may depend on environmental and economic factors. In such case, the objectives in question would be reviewed and possibly revised for the target period in the plan.

### **Performance review system**

The review is conducted at the end of the year only.

- **Exceeds expectations (A)** – The executive has met the work objectives set and shown the desired behavioural competencies; he always surpassed the expectations of the Board of Directors. He performed his work in an extremely professional, responsible and wise manner. He made a consistent and significant contribution to the organization.
- **Is above expectations (B)** – The executive has met the work objectives set and shown the desired behavioural competencies; he often surpassed the expectations of the Board of Directors. He performed his work thoroughly and diligently. He made a significant contribution to the organization regularly.
- **Meets expectations (C)** – The executive has met the work objectives and shown the behavioural competencies expected by the Board of Directors. He was competent in his work and made a trustworthy contribution to the organization.
- **Does not meet expectations (D)** – The executive did not meet the work objectives and did not show the behavioural competencies expected by the Board of Directors. His performance and general contribution cause concern to the organization.

Name of President and CEO:	Date:
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PART 1 – Performance Review Work Objectives						
Leadership	Success Measures (Notes and environmental/economic factors)	Completion as at August 31, xxxx	Completion as at March 31, xxxx	Comments, if any	Evaluation: A, B, C or D (see page 2)	
					Self-Assessment	Performance Review and Development Committee
	•					
Strategic Operations						
	•					
External Relations						
	•					
Work Relations with the Board and its Committees						
	•					

Part I: Evaluation of Work Objectives					
Additional comments:					
Result of work objectives:					
PART II – Performance Review LEADS Behavioural Competencies to Be Assessed					
Competency	Definitions	Executive’s comments	Line executive’s comments	Potential evaluation: A, B, C or D (see page 2)	
				Self-Assessment	Performance Review and Development Committee
Leads self	•				
Engages others	•				
Achieves results	•				
Develops coalitions	•				
Transforms systems	•				
Part III: Future Priorities Proposed by the Line Executive Following the Year-End Evaluation					
Authorization and Approval					
Comments from the President and CEO:					
Signature of the President and CEO:			Date:		
Chairperson of the Board of Directors:			Date:		