



**PERSONAL AND CONFIDENTIAL**

## **MINISTER INPUT GUIDE**

The Guide is designed to give the Minister an opportunity to provide feedback into the employee's performance review. Ask the following prompting questions and take notes. The Minister's input will be incorporated into Part C – Supervisor Overall Comments (p.10) in the *Employee Performance Review Guide*. Please also review the competencies in the job profile at the start of the meeting.

The Employee Performance Review is designed to:

- ☐ Assess, evaluate, and document the performance of the employee.
- ☐ Provide an opportunity for the employee and supervisor to discuss progress and an opportunity for the Minister to provide input into employee performance.
- ☐ Create alignment between employee and organizational goals to assist employee growth and development.
- ☐ Ensure the employee has the necessary training and resources to be successful.
- ☐ Clearly articulate performance expectations to the employee.

<b>EMPLOYEE INFORMATION</b>
Employee Name: Shannon Russell
Job Title: Senior Ministerial Assistant
Office: Citizens' Services
Review Date:

**What praise/recognition would you give this employee? What made it the best? Why do you think they deserve praise/recognition?**

s.22

**What areas do you believe the employee needs improvement in?  
What challenges have you encountered while working with them? Do  
you have any recommendations on how to improve upon your  
relationship?**

s.22

**What do you think the employee needs to be able to perform their  
role better?**

s.22

**Is there anything else you would like addressed as part of this review process?**

s.22