



Instructions for Completing the Performance Agreement

Parks Canada is now using the [Public Service Management Application \(PSPM application\)](#) as its formal performance management tool. All employees must use it to complete their performance agreements. If you do not have network access, you may use the Word version of the performance agreement as a guide to record your performance agreement. Once you are able, please ensure that the information is recorded in the [PSPM Application](#) and signed-off.

Section A: Personal Information

This section captures basic information on the employee, his or her immediate manager/supervisor, and the employee's position during the performance management cycle. Responses in this section will determine which other sections of the performance agreement will need to be completed for each employee.

Employee information:

- Enter employee and manager/supervisor information for all mandatory fields.

Departmental Fiscal Year:

- Enter the appropriate dates for your organization.

Employment Status:

- Indicate the appropriate employment status of the employee.

Official languages:

- Indicate the employee's first official language.
- For bilingual positions, indicate the linguistic profile of bilingual positions.
- Indicate whether or not the employee meets the second language requirements of the position.

Beginning of the performance cycle

Section B – Work Objectives

- Indicate how the employee's work is linked to higher level team or organizational priorities or deliverables.
- Create 3 to 6 work objectives.
- Create performance indicators or standards for each work objectives.

Section C – Competencies (expected behaviours)

- The manager and employee discuss the core competencies and expected behaviours.
- No actions are required unless additional competencies are being added to the employee's performance agreement.
- Add additional competencies using the text fields in the Functional and Technical fields.

Section D – Signatures, Evaluation and Attestation

- Once Sections B and C are completed, the manager must confirm that a discussion has taken place with the employee by selecting the appropriate option and then signing and dating the agreement.
- The employee must confirm that a discussion has taken place with the manager by selecting the appropriate option and then signing and dating the agreement.
- The employee attests whether or not they are compliant with the Parks Canada Code of Values and Ethics.
- Comment boxes are available for the manager and the employee to add additional information.

Mid-year review

Section B – Work Objectives

- For each work objective, the manager must indicate the employee's status against the established work objectives by selecting one of the 4 options.
- Work objectives and performance indicators or standards can be updated or added to reflect changes to the employee's work or priorities.
- Comment boxes are available for the manager and the employee to add additional information.

Section C – Competencies (expected behaviours)

- For each core competency, the manager must indicate if the employee is on track or needs improvement.
- Comment boxes are available for the manager and the employee to add additional information.

Section D – Signatures, assessment and attestation

- Once Sections B and C are completed, the manager must confirm that a discussion has taken place with the employee by selecting the appropriate option and then signing and dating the agreement.
- The employee must confirm that a discussion has taken place with the manager by selecting the appropriate option and then signing and dating the agreement.
- Comment boxes are available for the manager and the employee to add additional information.

Year-end review

Section B – Work Objectives

- For each work objective, managers must complete a narrative assessment of the employee's accomplishments.
- Managers must select a rating that reflects the overall assessment of the employee's performance and is supported by the narratives provided.
- Comment boxes are available for the manager and the employee to add additional information.

Section C – Competencies (expected behaviours)

- For each core competency, the manager must provide a narrative assessment of the employee's demonstration of the competency.
- The manager must select a rating that reflects the overall assessment of the employee's competency demonstration and is supported by the narratives provided.
- Comment boxes are available for the manager and the employee to add additional information.

Section D – Signatures, assessment and attestation

- Once Sections B and C are completed, the manager must enter the overall performance rating using the grid provided. If unable to assess, the manager must specify the reason.
- The manager confirms that a discussion has taken place with the employee by selecting the appropriate option and then signing and dating the agreement.
- The employee must confirm that a discussion has taken place with the manager by selecting the appropriate option and then signing and dating the agreement.
- The employee may indicate whether or not the performance discussions were conducted in his/her preferred official language.
- Comment boxes are available for the manager and the employee to add additional information.

For additional information, visit our [ParksNet page](#) or contact us:

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