# Performance agreement

The Public Service Performance Management Application (PSPM App) is a mandatory tool that documents conversations on performance. It allows managers and employees to complete and update online performance agreements.

The application does not replace the need for face-to-face conversations, but provides an automated means for capturing information to drive performance in the federal public service. The PSPM App has space for comments and confirmation from the manager and the employee. These acknowledge that they have held the discussions required at three points in the performance management annual cycle:

* When they [establish performance expectations](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/establish-etablir-eng.asp):
  + At the beginning of the fiscal year;
  + At the start of the probation period; or
  + When an employee begins a new job.
* At [mid-year](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/myr-eme-eng.asp), when they discuss:
  + Progress against work objectives and competencies; and
  + The learning plan.
* At [year-end](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/year-annee-eng.asp), when performance is assessed.

Work objectives, learning plans, talent management plans and performance improvement plans can be updated in the PSPM App at any time throughout the performance cycle.

Performance management involves more than just filling in the PSPM App. The PSPM App is designed to facilitate self-serve input of information when required at any time during the performance management cycle. It supports [employee self-examinations on progress](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/esep-aepe-eng.asp) and supplements ongoing [conversations on progress](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/convo-eng.asp) and the [year-end self-assessment](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/year-annee-eng.asp).

The PSPM App and user guides can be accessed only on the Treasury Board of Canada Secretariat's internal public service website: [Performance management for employees](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/index-eng.asp).

Accord de performance et gestion des talents

To access the Public Service Performance Management Application user guide for employees, follow the link below:

[Guide d’utilisation de l’application de Gestion du rendement de la fonction publique pour les employés (canada.ca)](https://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pspmge-ggrfpe-fra.asp)

It is important to know the cadence of performance management and the milestones throughout the year for when each process takes place. The following document outlines the Beginning of the Year Discussions, Mid-Year Review, and Year-End Evaluation:



Each employee must be familiar with the foundational work objectives for public servants of Health Canada. This document outlines the 5 steps to writing effective performance objectives:



The 4 Core Competencies must be demonstrated by all employees in order to successfully complete their job. They are listed and described in the below PDF file:



The following guide provides useful information on Talent Development Opportunities:



The Talent Mapping document provides information that employees can use to ensure their skills and talents are aligned with their organizational strategy. It can also help employees in regards to developmental opportunities:

