Contract Review

Time Frame:_____ **Review Date**: _____
Contractor:_____ **Program**: _____

This Contract Review is part of your ongoing process of continual feedback and improvement. It provides you with an opportunity to receive and give feedback to/from your Contract Supervisor on your contract performance in relation to program principles and goals. The review allows you and your Contract Supervisor to recognize and enhance your roles, responsibilities and deliverables and to plan performance enhancement.

ROLES, RESPONSIBILITIES AND DELIVERABLES AS SET OUT IN THE CONTRACT	Does not meet contract expectations	Meets contract expectations	Exceeds contract expectations
Communication Skills			
Communicates and interacts positively and effectively			
Verbal and written communication is clear			
Listens actively to others			
Work Habits			
Manages time productively			
Punctual for visits and meetings			
Works well independently			
All contract deliverables performed within hours assigned			
Completes required paperwork effectively and in a timely manner			
Relationships			
Provides support to clients			
Relates to others in a positive way			
Codes of Conduct Abides by:			
Personal Relationships			
Entering a Client's Residence			
Continuity of Care (PSW only)			
Confidentiality			
Peer Support Workers Only			
Meets with clients and supports them to achieve goals			
Abides by guidelines specific to Peer Support Workers			
Works collaboratively with the interdisciplinary team			

Summary of Contract Review (by Contract Supervisor)

Contractor Comments:
Please include comments on your performance. Include ideas on how your Contract Supervisor can support your success in the contract.

	I have read and accept this contract review		I have read and disagree with this contract review	
Contract Supervisor's name:		Contractor's name:	
Signature:		Signature:	
Date:		Date:	