APPENDIX 14N – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing)*

**SAMPLE TYPE 2 – PERFORMANCE REVIEW FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | | | |
| Name: |  | Start Date: |  |
| Job Title: |  | Last Review |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PAST PERFORMANCE**  How would you rate yourself in  the following on a scale of 1 to 4? | Below Average 1 | Average 2 | Competent 3 | Good 4 |
| Timekeeping |  |  |  |  |
| Attitude |  |  |  |  |
| Team Worker |  |  |  |  |
| External Customer Service |  |  |  |  |
| Internal Customer Awareness |  |  |  |  |
| Attention to Detail |  |  |  |  |
| Meeting deadlines |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To what extent do you feel you have achieved your agreed objectives? |  |  |  |  |

List three aspects of your job that you have enjoyed over the last three months:

What has not worked for you over the last three months?

How have you contributed to the success of the company and the team?

How effective has your training, development and support been?

How has this improved your performance/the team/the company?

**FUTURE PERFORMANCE**

What would you like to achieve over the next three months?

How will this help you to meet the team and organisation vision and objectives?

What are your suggested areas for improvement;

for you?

for the team?

for the organisation?

for me as your Manager?

What support do you need from me as your Manager?

Do you have any experience, skills or interest areas that we are not aware of?

|  |
| --- |
| What do you feel are your training and development needs over the next three months? |

|  |  |
| --- | --- |
| Agreed Objectives | Measure of Success |
| 1 |  |
| 2 |  |
| 3 |  |

|  |
| --- |
| Summary Comments: |