

	PERFORMANCE REVIEW	Page: 1 of 6
		Dated:26 February 2006

Name:	Job Title:
Division:	Manager:
Review Period:	Review Date:

Instructions

In preparation for your Performance Review

Review your current Job Description prior to the assessment discussion. Any required changes must be mutually agreed between you and your manager. The HR Dept. must be advised of any changes.

When the Job Description has been agreed then the performance and target setting discussions may commence at a mutually convenient time.

Pages 2 & 3 of the Performance Review covers the critical tasks you agreed to achieve during the period of the review. There is space to list up to six separate critical tasks but if there are fewer then leave the remainder blank. If there are more than six then write two in one or more of the boxes.

Note: the first item for discussion and identification is 'Health & Safety'. These need to be stated in 'measurable' terms and it is imperative that this item be completed. List each Critical Task together with a brief explanation on the left hand side of each page

On the right hand side of Pages 2 & 3 write in a short comment on how well you consider that you have achieved each task. Leave the space marked 'Manager's comment' to be completed during your Performance Review.

On Page 4 write some general comments on your performance, including any ideas on how your work could be changed to the benefit of yourself and the company.

Complete Page 4 by doing a self assessment on your Management Skills and Attributes.

Also complete the two sections at the top of Page 5 that relate to Job Skills and Qualifications.

During the Performance Review

During the performance review discussion, you and your immediate manager will discuss your performance during the review period and complete the 'Managers comment' section. The purpose of the Performance Review is for both you and your manager to discuss your performance during the review period, and to agree on what future action(s) may be required. Here are some guidelines:

1. Start at the first Critical Task (Health & Safety) and have an open discussion on how the task has been achieved.
2. Give your viewpoint. Always include specific examples where possible.
3. Openly discuss any differences in perceptions.
4. Complete the 'Agreed Action Plan' (in measurable terms) on Page 5 and the 'Recommended Training' section on Page 6 as you go
5. Move on to the next Critical Task by repeating actions 1 to 5 (above) until finished.

Once all the Critical Tasks have been completed, move on to the 'Management Skills and Attributes' section and repeat the process - adding any extra 'Action Plans' and 'Training Recommendations' as required to Pages 5 & 6.

To complete the Performance Review it is necessary for both you and your manager to make any other comments of a general nature relating to your performance during the review period. If you consider that extra time is required to give some thought to this then agree a date by which you will have your comments completed.

Once comments have been completed forward the document to your manager.



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Enter critical tasks that you planned to achieve in the past year.	Comments on your levels of achievement / performance
<p><u>1 Health and Safety</u></p> <p>Promote safe work practices through reviews and working closely with the Safety Manager</p>	<p>Your comments:</p> <p>Manager's comments:</p>
<p><u>2 Training</u></p> <p>Identify training needs within the department to improve efficient use of resources, flexibility and knowledge of the staff.</p>	<p>Your comments:</p> <p>Manager's comments:</p>
<p><u>3 Capital Expenditure</u></p> <p>Develop the capital expenditure plan and identify redundant equipment and rationalise to improve the capability of the assets.</p>	<p>Your comments:</p> <p>Manager's comments:</p>



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General comments on overall performance with particular reference to attitude and approach to work

Your comments:

Manager's comments:

Management Skills and Attributes	Achievement / Performance			
		Requires Development	Competent	Exceptional
Communication skills How effectively do I communicate with staff and management using both written and oral communication skills?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Performance management skills How effectively do I manage each staff member in a way that recognises the individuals experience, knowledge and skills incl. H & S and other competencies?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Team relationship skills How well do I work with people who report directly to me and my peers to promote the benefits of good teamwork?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Leadership skills How well do I set an example to other employees on maintaining the work standards and ethics of the organisation?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Negotiation and conflict management skills How well do I manage difficult situations in order to promote win-win solutions?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Planning and organisation skills How effectively do I manage resources to ensure that the Company obtains an optimum return on its investment?	<i>Self rating:</i>			
	<i>Manager's:</i>			
Strategic thinking How do I contribute to the long term goals of the business to ensure that long term plans are congruent with overall strategy?	<i>Self rating:</i>			
	<i>Manager's:</i>			

List the job skills and qualifications you feel that you have not utilised during the review period

List the job skills and qualifications you think would be beneficial to your job and future development (e.g., technical / supervisory management / health & safety)

Agreed Action Plan	Review Date	Responsible
1 HEALTH, SAFETY & ENVIRONMENTAL <ul style="list-style-type: none"> ▪ Lost time accidents 		
2 PRODUCTIVITY <ul style="list-style-type: none"> ▪ Improve Labour Utilization by 10% ▪ Minimise Opportunity For Improvement & Rework 		
3 CUSTOMER FEEDBACK FORMS <ul style="list-style-type: none"> ▪ Quality rating ▪ Cooperation rating 		
4 PLANNING & ORGANISATION <ul style="list-style-type: none"> ▪ Manage resources and overtime ▪ Minimise downtime 		
5 MANAGE COSTS <ul style="list-style-type: none"> ▪ Reduce Consumable cost & Inventory holdings ▪ Manage repairs & maintenance cost ▪ Manage labour recovery budget 		
6 TRAINING & FLEXIBILITY <ul style="list-style-type: none"> ▪ Upskill resources ▪ Encourage flexibility to reduce company costs 		



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Agreed Recommended Training Needs Please be specific – include Health & Safety development (if appropriate).	Priority

Employee's Comments	
Signed:	Date:
Manager's Comments	
Signed:	Date:
Senior Manager's Comments	
Signed:	Date: