

Attachment 13.

Performance Appraisal Form

WE
LIFE WITHOUT BARRIERS
VE

Employee Name:		Date of Review:					
Position Title:		Region / Area:					
		Reviewing Manager:					
Performance of key responsibilities of the role (Managers to select the four most important responsibilities of the role)		Outcomes (see below for definitions)					Comments
		Significantly exceeds expectations	Exceeds expectations	Successful	Needs development	Does not meet expectations	
Key responsibility 1:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key responsibility 2:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key responsibility 3:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Key responsibility 4:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approach to performing the role		Outcomes (see below for definitions)					Comments
		Significantly exceeds expectations	Exceeds expectations	Successful	Needs development	Does not meet expectations	
Relationships	Willingly cooperates, shares information, assists and is tolerant of others in daily interaction with all stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Written and verbal communications are clear, concise and understandable. Work is of a consistent quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethics & integrity	Demonstrates a professional attitude and performs role honestly, with integrity and in an ethical manner. Accepts responsibility for own actions in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership & teamwork	Provides direction and/or encouragement to team members to complete Life Without Barriers' and the team's goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health, Safety & Environment (HSE)	Demonstrates compliance with Life Without Barriers HSE policies and procedures, and performs their role in a safe and productive manner. Plays an active part in workplace HSE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability & flexibility	Easily adjusts to changes in routine and the needs of Life Without Barriers and its clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Judgement, decision making and problem solving	Voluntarily recommends resourceful, alternative or original ideas/procedures for client needs, work improvement, problem solving or business development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management	Anticipates needs, prioritises tasks and makes necessary adjustments to meet stakeholder needs and business requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	Identifies problems within defined responsibility area, develops resourceful solutions and makes recommendations for corrective actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Summary Performance Rating		Tick	Comments
Significantly exceeds expectations	* Performance is significantly superior to role expectations. * Work is recognised as being of extraordinary quality, clearly above expectations in all aspects of major accountabilities.	<input type="checkbox"/>	
Exceeds expectations	* Performance is consistently above role expectations. * Work consistently exceeds quality and time expectations. * Initiates improvements to work practices. * Demonstrates thorough knowledge and skill set across all areas of accountability.	<input type="checkbox"/>	
Successful	* Performance consistently meets expectations. * Position objectives are handled efficiently & effectively, initiates actions necessary to fulfil role responsibilities, anticipates problems & takes actions to resolve them.	<input type="checkbox"/>	
Needs development	* Performance does not consistently meet expectations. * Work often shows gaps in terms of the expected standard of quality or timeliness. * Shows awareness of problems in work practices but requires additional support and direction to take action.	<input type="checkbox"/>	
Does not meet expectations	* Performance consistently falls short of expectations. * Work often shows gaps in terms of the expected standard of quality or timeliness. * Development is required in terms of application of knowledge and/or skills across all accountabilities.	<input type="checkbox"/>	

Overall Comments

Employee comments (opportunity to comment on achievements, challenges, concerns or anything you feel relevant that needs to be documented)

Employee goals (employee to document their key goals for the next 12 months)

Manager comments (please comment on employees overall performance, achievements or any additional projects for the last 12 months)

Learning and Development

Identified training requirements

Enter requirements (one per row) and rationale

1	
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2	
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3	
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Employee Signature: _____

Date: _____

Manager's Signature: _____

Date: _____