|  |  |  |
| --- | --- | --- |
| **Name of Bank Worker**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Ward/Dept where worked**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| Assessment Points:  0=Did not observe  1=Concerns about competence  2=Meets required competence  3=Exceeds required competence   |  |  |  | | --- | --- | --- | | **Assessment Criteria** | **Assessment Points**  **Please Tick: 0 1 2 3** | **Comments** | | **Skills/Ability** |  |  | | Bank worker’s skill set matched the requirements of the post. | 0 □ 1□ 2□ 3□ |  | | Prioritised workload and demonstrated speed and accuracy with all tasks undertaken | 0 □ 1□ 2□ 3□ |  | | Bank worker showed good attention to detail to all tasks undertaken. | 0 □ 1□ 2□ 3□ |  | | Demonstrated adaptability and flexibility whilst working within the role | 0 □ 1□ 2□ 3□ |  | | Demonstrated the ability to work alone and/or with part of a team. | 0 □ 1□ 2□ 3□ |  | | IT skills and ability met the requirements of the role | 0 □ 1□ 2□ 3□ |  | | Demonstrated the ability to learn aspects of the role quickly to carry out the tasks assigned to them | 0 □ 1□ 2□ 3□ |  | | **Communication** |  |  | | Liaised with department/line manager re any concerns | 0 □ 1□ 2□ 3□ |  | | Communicated effectively with all members of the department | 0 □ 1□ 2□ 3□ |  | | Communicated effectively over the phone, demonstrating an acceptable phone manner | 0 □ 1□ 2□ 3□ |  | | **Professionalism** |  |  | | Arrived punctually for shifts | 0 □ 1□ 2□ 3□ |  | | Dress code policy adhered to | 0 □ 1□ 2□ 3□ |  | | Demonstrated a positive attitude to work | 0 □ 1□ 2□ 3□ |  | | Demonstrated a flexible attitude | 0 □ 1□ 2□ 3□ |  | | Any Other Comments |  |  | | Would you take this worker on again in the future? | Yes □ No □ |  | | Suitable for any other types of employment or posts? Please describe |  |  | |  |  |  | | | |

Name of Assessor…………………………………………………

Signature………………………………… Band……………….

Date…………… Ward/Unit……………………………………

**Flexible Workforce Administrator**

Date Received within Bank Office……………………………….

Date Return entered onto Data base…………………………….

Date Return Scanned……………………………………………..

Any issues highlighted Yes/No

Meeting with Worker required Yes/No

Meeting arranged for (where applicable) Date: ……………….....

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