

**Probationary Performance Review Form**

**(Non-Managers)**

**Form Revised on 30 March 2016**

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| **Company:** |  |  | **Location/based at**: |  |
|  |  |  |  |  |
| **Name:** |  | **Position:** | | **Ref:** |
|  |  |  |  |  |
| **Year or period covered:** |  | **Time in present position:** | | **Length of service:** |
|  |  |  |  |  |
| **Appraisal date & time:** |  | **Appraisal venue:** | | **Appraiser:** |
|  |  |  |  |  |

**Part A**

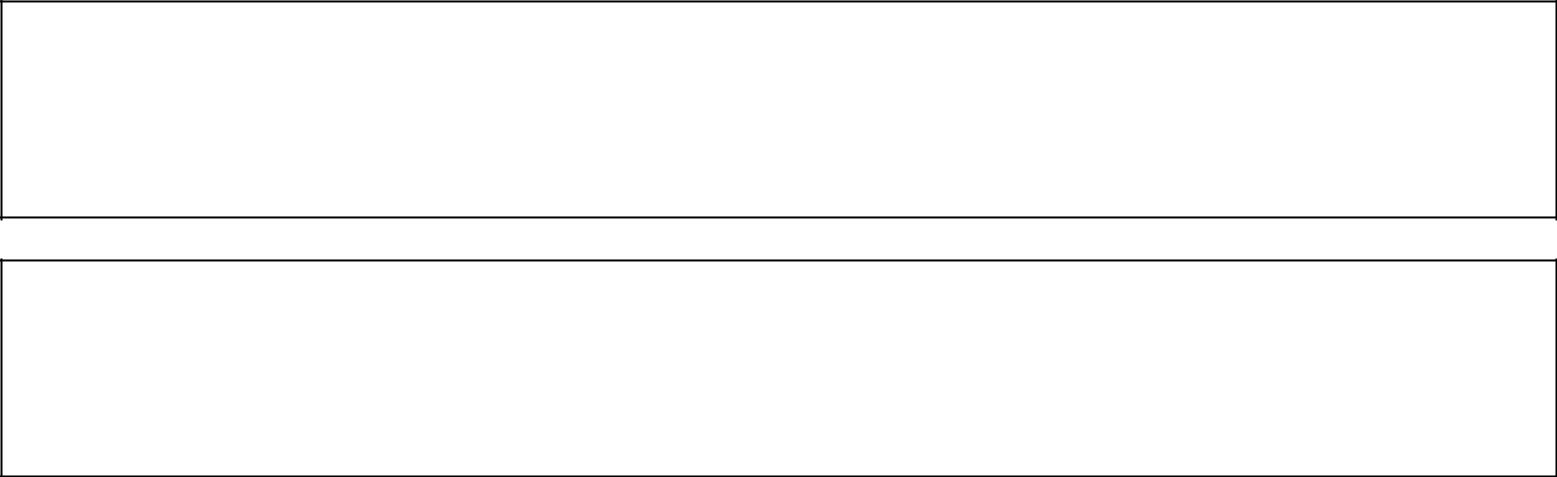
Appraisee to complete Part A and return to the appraiser by (date)

**A1**

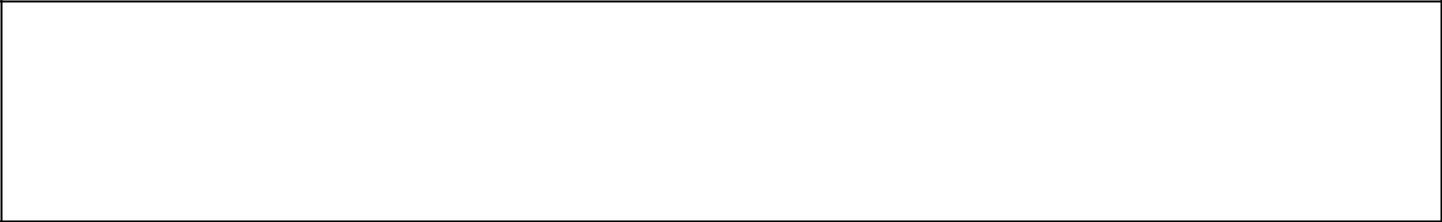
State your understanding of your main duties and responsibilities.

**A2 Discussion points:**

1. How long have you been in the position for which you are being assessed? Has the period been good/bad/satisfactory or otherwise for you, and why?
2. What do you consider to be your most important achievements during the period?



3. What elements of the job did you find most difficult?



4. What elements of the job interest you the most, and least?

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5. What do you consider to be your most important aims and tasks in the next six months?

6. What action could be taken to improve your performance in your current position by you, and your boss?

7. What kind of work or job would you like to be doing in one/two/five years’ time?

8. What sort of training/experiences would benefit you in the next year? Not just job-skills - also your natural strengths and personal passions you would like to develop - you and your work can benefit from these.

**Employee’s Signature**:

**Date**:

Use separate sheet(s), if necessary, for additional comments. Please note on form if separate sheet(s) is/are used. Signing a performance review form does not indicate agreement but acknowledging that there has been a review of performance.

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**Part B**

Appraiser to complete Parts B & C after appraisee has completed Part A.

**Ratings Definition**

**EXCEPTIONAL (5):** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive,innovative, responsive and generates top quality work.

**EXCEEDS EXPECTATIONS (4):** Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility,works collaboratively, has strong technical & interpersonal skills or has achieved significant **improvement in** these areas.

**MEETS EXPECTATIONS (3):** Meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.

**BELOW EXPECTATIONS (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results.Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance.

**NEEDS IMPROVEMENT (1):** Consistently falls short of performance standards.

|  |  |  |  |  |  |  |
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| **Competency** | **5** | **4** | **3** | **2** | **1** | **Not** |

**Applicable**

**1. Customer Focus**

Personally demonstrates that external (or internal) customers are a high priority. Identifies customer needs and expectations and responds to them in a timely and effective manner. Anticipates and prevents delays or other things that can adversely affect the customer. Keeps customers informed about the status of pending actions and inquires about customer satisfaction with products or services. This is in sharp contrast to behaviour patterns that tend to disappoint customers, leave them feeling forgotten and unimportant or that otherwise result in unmet needs or expectations.

**2. Service focus**

Values the importance of delivering high quality, innovative service to internal and external clients; understands the needs of the client; customer service focus; shares accountability for results provided

**3. Teamwork**

An effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback. Communicates in an open and candid manner and can be counted upon to fulfil any commitments made to others on the team. This is distinctly different from those who withhold ideas and opinions, offer ideas or opinions that rarely add value to team discussions, have established a track record with many unmet commitments, and/or have not contributed skills that complement the skills of others on the team.

**4. Initiative**

Recognizes opportunities and initiates actions to capitalize on them. Looks for new and productive ways to make an impact. Demonstrates this characteristic when it comes to generating new ideas or processes, capitalizing on new business opportunities, seeking-out and taking-on increasing responsibility or resolving problems as they occur. Uses sound judgment about when to take action and when to seek guidance or permission. This is in contrast to those who fail to notice opportunities, wait to be asked or instructed before taking action, seldom offer new ideas or express reservations about taking on additional responsibilities.

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| **Competency** | **5** | **4** | **3** | **2** | **1** | **Not** |

**Applicable**

**5. Problem solving**

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions; responds quickly to new challenges

**6. Decision making**

Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions

**7. Innovative Thinking**

Look outs for new and innovative approaches that will improve efficiency. Embraces and champions new ideas and encourages others to do likewise. Recognizes and rewards people and teams who are creative and innovative. This is in sharp contrast to those who tend to embrace the status quo, struggle with new approaches and discourage others when they are creative and innovative in the pursuit of increased efficiency or effectiveness.

**8. Communication**

Connects with peers, subordinates and customers, actively listens, clearly and effectively shares information, demonstrates effective oral and written communication skills, negotiates effectively.

**9. Quality improvement**

Strives for efficient, effective, high quality performance in self and the unit; delivers timely and accurate results; resilient when responding to situations that are not going well; takes initiative to make improvements

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**Part C**

For each applicable performance area, mark the box that most closely reflects the employee's performance.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 = Unacceptable | 2 = Needs improvement | 3 = Satisfactory 4 = Above average | | |  | 5 = outstanding |
| **PERFORMANCE AREA** |  | **1** | **2** | **3** | **4** | **5** |
|  | |  |  |  |  |  |
| Ability to make job-related decisions | |  |  |  |  |  |

Accepts change

Accepts responsibility

Attendance

Compliance with rules

Cooperation

Cost consciousness

Dependability

Effectiveness under stress

Energy, determination and work rate

Initiative

Knowledge of work

Leadership

Operation and care of equipment

Planning and organizing

Quality of work

Safety practices

Product/technical knowledge

Time management

Communication skills

IT/equipment/machinery skills

Creativity

Problem solving and decision making

Team work

Integrity

Personal appearance and image

Corporate responsibility and ethics

Reporting and administration

Delegation skills

Team work and developing others

**SUPERVISOR'S OVERALL APPRAISAL**

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| Should the employee be confirmed in his/her present position? | | | | |  |
| Yes |  | No |  |  |  |
|  |  |  |
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Please give three reasons why the employee should be confirmed/ not confirmed after the probationary period.

1. …………………………………………………………………………………………………………………………………………………..

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**Rating Supervisor's Signature**:

**Date**:

Use separate sheet(s), if necessary, for additional comments. Please note on form if separate sheet(s) is/are used. Signing a performance review form does not indicate agreement but acknowledging that there has been a review of performance.

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**Head of Department's Comments:**

**Signature**:

**Date**:

**MD’s Comments:**

**Signature**:

**Date**:

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