**Performance Feedback Form**

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| --- |
| 1. Civica employee agrees list of people to request feedback from with Check-In manager. 2. Civica employee sends form to the agreed list of people, cc’ing Check-In manager 3. Assessor to complete Section Two and return to the employee’s Check-In Manager 4. For performance scores, please apply the following guidance:     * Outstanding: Performance in this area is consistently well above that normally expected of an employee in this job role.    * Very good: Performance in this area is above that normally expected of an employee in this job role.    * Good: Performance in this area is consistently that normally expected of an employee in this job role.    * Room for improvement: Performance is inconsistent or otherwise below that expected of an employee in this job role. |

**Instructions**

**Section One** - Civica employee to complete

|  |  |
| --- | --- |
| **Employee Name:** | Scott Alexander |
| **Employee Job Role:** | Senior Software Developer |
| **Project Name:** | SHDB – SITH (at the BoE) |
| **Assessor Name/Role:** |  |
| **Period Covered:** |  |

**Section Two** - Assessor to complete

**Please score the following sections by selecting one option and adding comments:**

|  |  |  |
| --- | --- | --- |
| Technical Capability | | |
|  | Outstanding |  |
|  | Very good |
|  | Good |
|  | Room for improvement |

|  |  |  |
| --- | --- | --- |
| Teamwork | | |
|  | Key contributor | [Please provide examples of good or poor teamwork along with constructive advice on how this could be improved for future work] |
|  | Contributes well |
|  | Improvement required |
|  | Works in isolation |

|  |  |  |
| --- | --- | --- |
| Communication with others | | |
|  | Outstanding | [Please expand on the score given by providing examples of the communication skills demonstrated during this project/task along with any suggested improvements] |
|  | Very good |
|  | Good |
|  | Room for improvement |

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| --- |
| Personal development |
| [Notwithstanding the sections above, please outline any development activities, outside of this specific project/task remit, that you feel this employee could benefit from in the coming year] |

|  |  |
| --- | --- |
| Overall performance rating | |
|  | Outstanding |
|  | Very good |
|  | Good |
|  | Room for improvement |
| [Please provide a free text justification for the overall performance rating] | |
| Recommendations | |
| [Please provide any recommendations you may have around future project focus (i.e. type of work, duration, complexity), professional development, promotion etc.] | |