|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Title:** |  |
| **Supervisor:** |  |
| **Review Date:** |  |

**Staff Template**

**Performance & Development Review Form**

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| --- | --- | --- |
|  | **Universal Competencies Rating Scale** | |
| 1 | Commendable | Describes the level of performance that we must aspire to as a company and as employees or contractors to the company. A person demonstrating outstanding behaviours will normally be a role model or outstanding example of that competency. It is this commendable level behaviour and the individuals  displaying this behaviour that will enable the business to develop and expand and fulfil its vision to be the leader in total in injury management. |
| 2 | Acceptable | Describes the minimum standard of behaviours we expect and need from our people in order to maintain successful performance of the company. These behaviours lead to success for both the company and the individual |
| 3 | Below Expectations | Describes the behaviours that are unacceptable and which we do not need within our company. While it is unlikely any person would demonstrate most or all of these behaviours, a person demonstrating several obstructive behaviours to any degree, are potentially holding themselves and the company back. |

|  |  |  |
| --- | --- | --- |
|  | **Employee Rating** | **Manager Rating** |
| **UNIVERSAL COMPETENCIES** | **1 2 3** | **1 2 3** |
| **Superior Client Care** We shape our future and guide our actions by  considering the impact on our clients and our  brand at all times. | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Maximise Efficiency** We are successful when the business has a culture committed to efficient outcomes, aligning every  person’s role to delivering maximum value to our  clients and return for our company. Building long  term relationships, particularly with suppliers, can maximise negotiation power and achieve better  business outcomes. | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Accountable**  We are successful when we are accountable for clear outcomes and when we display ownership for improved results. We each take ownership of the problems we discover and are accountable for making sure they are resolved. | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Results focused** We never lose sight of our goals and are fully committed to achieving positive outcomes. | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Team Oriented** Together our relationships make REDIMED a great place to work and enable us to work effectively throughout our organisation, with our suppliers and clients. | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Safety in the Workplace** REDIMED employees are actively and fully  committed to ensuring a safe environment for all.  We think safe before completing a task or job, we  act safe by following correct procedures and using  correct equipment and we will be safe by putting  our safety and others’ safety first | **□ □ □** | **□ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Score:** |  |  |
| **Overall Employee Comments:** | | |
| **Overall Manager Comments:** | | |
|  | | |
|  | **Rating Scale** |  |
| 1 | Exceptional | Always demonstrates at every given opportunity - Performance is  consistently superior and significantly exceeds position requirements. |
| 2 | Highly Effective | Demonstrated/observed 75% of the time - Performance frequently  exceeds position requirements. |
| 3 | Proficient | Demonstrates/observed ≥50% of the time. Performance consistently meets position requirements. |
| 4 | Inconsistent | Demonstrated/observed ≥25% of the time. Performance meets some,  but not all position requirements. |
| 5 | Unsatisfactory | Not observed/performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilise necessary skills. |
| N/A | Not Applicable | Employee has not been in position long enough to have demonstrated  the essential elements of the position and will be reviewed at a later date that is agreed upon. |
|  | | |
|  | **Employee Rating** | **Manager Rating** |
| **Performance and Job Specific Duties** | **1 2 3 4 5 N/A** | **1 2 3 4 5 N/A** |
| Possesses skills and knowledge to perform the job competently | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Demonstrates skill at planning, organising and  prioritising workload  (For self and direct reports, if applicable). | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Holds self-accountable for assigned  responsibilities, sees tasks through to completion  in a timely manner. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Communicates effectively with supervisor, peers,  clients & patients. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Proficiency at improving work methods and  procedures as a means toward greater efficiency. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Ability to work cooperatively with supervision or  as part of a team. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Willingness to take on additional responsibilities. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Reliability (attendance, punctuality, meeting  deadlines). | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Has the ability to analyse facts, problem solve,  decision make, and demonstrate good  judgement. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Meets individual targets. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Contributes and meets departmental team targets. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Score:** |  |  |
| **Overall Employee Comments:** | | |
| **Overall Manager Comments:** | | |
| **ONLY APPLICABLE TO MANAGERS** | | |
|  | **Employee Rating** | **Manager Rating** |
| **Management Competencies** | **1 2 3 4 5 N/A** | **1 2 3 4 5 N/A** |
| **Leadership** REDiMED leaders build enthusiastic teams and  create an environment where people can’t  imagine working anywhere else.  Our leaders establish compelling and outstanding  goals through their teams. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Change Management** Our success is measured by our continued ability to increase the company’s profits by identifying  new and profitable growth opportunities for the  company and taking action to convert  opportunities to outcomes. How we conceive,  initiate, plan and manage our future is critical to  our future success. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Grow the Business** Demonstrates a thorough understanding of key  business principles contributing to REDiMED’s  success and applies them to optimum effect. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Displays fairness towards all employees. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Identifies performance expectations, gives timely  feedback and conducts formal performance  appraisals. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Helps employees to see the potential for  developing their skills; assists them in eliminating  barriers to their development. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Delegates responsibility where appropriate, based on the employee’s ability and potential. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Takes timely and appropriate corrective/  disciplinary action with employees. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Ensures Department Client Care and Customer  Service targets and expectations are clearly  defined and achieved. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| Develops, presents, drives and successfully  implements department budgets and targets. | **□ □ □ □ □ □** | **□ □ □ □ □ □** |
| **Employee Comments:** | | |
| **Manager Comments:** | | |
| **Score:** |  |  |
| **Overall Employee Comments:** | | |
| **Overall Manager Comments:** | | |

**Performance Summary: To be completed by Employee**

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| **Summary of My Performance Highlights** |
|  |
| **Summary of My Performance Improvements** |
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| **Development Plan** | | | | |
| What do I need to develop? What are my development objectives? | What actions can I take to meet this development need(s)? | By when? | Who can assist me in my development? | How will I know when I am successful? |
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| **Summarising Overview Comments** |
| **Employee’s Comment** Employee’s Signature: Date: |
| **Reviewing Manager’s Comment** Employee’s Signature: Date: |
| **Next Level Manager’s comments** Date: |