<Insert Landcare Entity Name>

Employee Performance Review Proforma

**Date of interview: <insert interview date/year>**

**Employee name: <insert Employee name>**

**Position: <insert position title>**

**Reviewing manager: <insert reviewing managers name and title>**

**Previous review period: <insert last review date: day/month/year>**

**Next review period: <insert next review date: day/month/year>**

**Employee Behaviors (*How the employee goes about doing their job)***

Based on your observations, rate the extent to which the employee demonstrates the following behaviors. Ratings should reflect what could reasonably be expected based on their role and level of authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Behaviors** | **Description** | **Rarely** | **Some-times** | **Consistently** | **Always** |
| **Safety** | Works in a safe manner. Has a proactive approach to safety and thinks about the safety of others in the team. |  |  |  |  |
| **Decision Making** | Understands own accountability, and willingly makes decisions appropriate to the position and level of responsibility. |  |  |  |  |
| **Flexibility** | Responds well to new priorities and is open to new ways, work methods and ideas. Handles change in a flexible and positive manner. |  |  |  |  |
| **Business Focus** | Looks beyond own area of work, recognising the needs of other groups and the organisation as a whole. |  |  |  |  |
| **Planning** | Plans well and efficiently complete own work. |  |  |  |  |
| **Achievement and Performance Orientation** | A self-starter and can be relied upon to get the job done in an efficient and effective manner. Sticks at challenges and sees them through in spite of obstacles. Has a strong focus on personal performance and sets challenging goals for self. |  |  |  |  |
| **Innovation** | Promotes, suggests and implements new and better ways. |  |  |  |  |
| **Customer Focus** | Clarifies, understands and responds appropriately to the customer’s needs – both internal and external. |  |  |  |  |
| **Communication** | Communicates clearly and positively with all means of communication but emphasises face to face. |  |  |  |  |
| **Knowledge Sharing** | Actively shares knowledge with others in the team or the organisation, particularly new employees. Understands importance of contributing to and building the organisational knowledge base. |  |  |  |  |
| **Development** | Actively seeks to develop and apply new skills personally. |  |  |  |  |

**How you go about doing your job?**

|  |  |
| --- | --- |
| **Identify the key behaviour(s) that if further developed or demonstrated, would give the greatest improvement to your own or your team’s performance.** | **Identify specific actions or behaviors that will create the improvement.** |
|  |  |

**Overall Assessment**

 While it is up to your team leader or manager to assess performance, it is important that this assessment be openly discussed between both parties, and where possible agreement reached on the final rating. If agreement is not reached this should be noted in the comments section below.

If agreement between the employee and the reviewer cannot be reached or the employee is unhappy with the rating, the employee has the right to ask that the next level of management provide input to the review process.

**Manager to complete.**

*(Circle appropriate rating as deemed most applicable)*

Based on your assessment of performance for each key action/outcome choose an overall rating

for **‘Achievement’**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceeded Expectations |  | Met Expectations |  | Partially Met Expectations |
| Exceeded some or all targets for actions/ activities and at least meets all | Consistently met targets for all actions/activities | Met some or few targets for individual actions/ activities |

Based on your assessment of performance choose an overall rating for **‘Behaviors’**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceeded Expectations |  | Met Expectations |  | Partially Met Expectations |
| Strong evidence of demonstrating the expected behaviors | Consistent evidence of demonstrating the expected behaviors | Some or little evidence of demonstrating the expected behaviors |

Now choose your overall rating of **‘Performance’** \*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceeded Expectations Overall |  | Met Expectations Overall |  | Partially Met Expectations Overall |

*\* Note that to achieve an overall rating of “Met” or Exceeded” expectations, the employee needs to have rated at least “Met Expectations” level or above on behaviors.*

**Overall assessment comments:**

(Include any overall assessment comments, including supporting evidence for the final overall rating)

|  |
| --- |
|  |

Based on the overall assessment and the employee’s own preference and aspirations, are there any agreed actions: If yes outline below.

|  |
| --- |
|  |

**Comments and signatures:**

|  |  |
| --- | --- |
| <Employee to insert comments> | |
| Employee signature: | Date: |

|  |  |
| --- | --- |
| <Team Leader/Manager comments> | |
| Team Leader/Manager signature: | Date: |

|  |  |
| --- | --- |
| <Next level management signature> | Date: |