

Performance Appraisal

Employee Name: _____

Job Role: _____

Date of Appraisal: _____

Managers Name: _____

A. Performance Appraisal Process

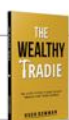
The performance appraisal process is an important way for us (both employee and manager) to discuss your work performance and how we can improve the work environment at XYZ Tradesmen. Please send some time thinking about your performance and experience at work as creating a great place to work is important to us. The performance appraisal process follows 4 steps.

1. The employee is to complete the evaluation form prior to meeting.
2. The Manager is to complete the evaluation form prior to meeting.
3. The Manager and employee discuss, review and add final comments during the meeting.
4. The Manager and employee sign off the final copy and attach to employee job file.
5. Set recurring reminder in diary for next one ie November and May

B. Key Performance Indicators and Responsibilities

Indicate whether the Key Performance Indicator is meet

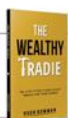
Key Performance Indicators	Achieved?
1. All hours and materials entered into (Job Management System) before leaving the work site.	Yes / No
2. Labour utilisation above 92%	Yes / No
3. Vehicle checklist completed on time	Yes / No
4. XYZ Tradesmen uniform worn at all times	Yes / No
5. No more than 2 call backs per month	Yes / No
6. Complete trades Inspection Checklist for appropriate jobs	Yes / No



Indicate the level of achievement on the following responsibilities

KEY | 1 = Never | 2 = Seldom | 3 = Sometimes | 4 = Mostly | 5 = Always

Responsibilities	1	2	3	4	5
1. All credits are accounted for and photo of packing slip is entered into 'Merchant Documents' under the correct job number.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Feedback from clients indicates client satisfaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. All broken/damaged equipment is reported immediately to your manager. (Whiteboard in the workshop to make record)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Clear all rubbish from jobs and dispose of correctly. Cardboard flattened into the cardboard bin and recycling done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. All work carried out in the expected timeframe as per the 'Schedule' in (Job Management System).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Keep work vehicle clean and in working order, checking oil, water and tyre pressure every Monday morning and topped up as required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Create variations in (Job Management System) ensuring time and materials go to the appropriate job number. Noting if subcontractor used or any other relevant information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Work site is safe at all times, according to OHS regulations and XYZ Trades Health and Safety Policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Complete Quality Assurance checklist for jobs as requested and appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Upholds XYZ Trades Company Values	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



C. Discussion Points

Since our last discussion, what have you done well?
What could you have done better?

Knowing what you know now, what would you do differently next time to improve your contribution to the team and to enjoy your work more?

