



COMPANY LOGO

January 1

2017

MAUS BUSINESS SYSTEMS

SUITE 209, 117 OLD PITTWATER ROAD

BROOKVALE, NSW 2100

02 9907 1669

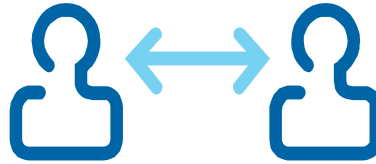




EMPLOYEE

MAUS Business Systems

Performance Review - Sample



REVIEWER

EMPLOYEE INFORMATION

Name	Mary Smith
Job Title	Admin Assistant
Job Category	Category 1
Site	Sydney City
Department	Admin Team
Start Date	01 Jun 2010
Review Title	PERFORMANCE REVIEW

PERFORMANCE COMPETENCIES

Initiative	4.50	Exceeds job requirements
<i>Asks for help when needed</i>	3	<i>Meets job requirements</i>
<i>Undertakes self-development activities</i>	4	<i>Exceeds job requirements</i>
<i>Volunteers readily</i>	5	<i>Outstanding</i>
<i>Seeks increased responsibilities</i>	5	<i>Outstanding</i>
<i>Takes independent actions and calculated risks</i>	5	<i>Outstanding</i>
<i>Looks for and takes advantage of opportunities</i>	5	<i>Outstanding</i>

SUMMARY OF REVIEW

Mary Smith is always on the lookout for opportunities to volunteer her assistance. In the interest of doing the best possible job, she continually seeks to increase his responsibilities. Mary Smith can be trusted to act independently and handle risk taking responsibly and she takes full advantage of opportunities that arise and often creates opportunities from seemingly adverse situations. Self-development activities contribute to her job success. Mary Smith asks for help when he needs it.

CURRENT GOALS

Mary Smiths' current goal include:

- Systemise data collection for customer feedback and complaints
- Help team implement new CRM system
- Learn and run training sessions on new CRM system

FUTURE GOALS

Mary Smiths' current goal include:

- Become the team leader of the Admin team in the next few years
- Learn InDesign program to greater assist team

DEVELOPMENT PLANS

INITIATIVE - DEVELOPMENT PLAN

Identify which individuals to consult for specific types of problems or questions. Learn appropriate methods for making referrals or requesting assistance.

QUALITY - DEVELOPMENT PLAN

Keep records of your work quality as well as of the quantity you produce. Look for trends over time to identify seasonal or process-related quality issues.

JOB KNOWLEDGE - DEVELOPMENT PLAN

Delegate tasks to the lowest level of staff possible in order to free your time for other duties. When delegating, clearly explain the assignment and make sure that employees have the skills required to accomplish the tasks. Discuss how to handle questions and problems.

SUMMARY STATEMENT

When Mary Smith and I set goals last spring, we did not expect the reorganisation. It really changed our priorities so there was not much time to devote to some of the special projects. Instead, we got many new projects. Mary Smith played an important role as a team member in selecting the new payroll vendor and in reviewing our procedures during the audit.

REVIEWER COMMENTS

I (Reviewer) feel that over this last 12 months Mary has performed incredibly well, at times going above and beyond her requirements. I feel that Mary is a leader in our organisation and her contributions as one of the leading team members in the Admin department help to ensure the smooth running of the organisation from multiple levels.

EMPLOYEE COMMENTS

I (Mary Smith) feel that over this last 12 months my skill set has strengthened across the product knowledge sector allowing me to better assist the Customer Service team to ensure we provide the upmost service to our clients.

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature

Date

Reviewer Signature

Date