

Performance and Development Plan

Employee Name:		Date:	
Position:		Department:	
Appraised by:		Date Started:	

Performance Plan

Major Responsibilities	Rating 1 = Low ; 3 = Medium; 5 = Outstanding
1. Manage Quality of Service	1 2 3 4 5
2. Achieve or exceed employee productivity targets	1 2 3 4 5
3. Complete effective one on one coaching session with each employee each month	1 2 3 4 5
4. Facilitate communication with your team	1 2 3 4 5
5. Effectively manage change in your team	1 2 3 4 5
6. Use reward and recognition appropriately	1 2 3 4 5
7. Assist others within the business to achieve their goals	1 2 3 4 5
8. Achieves attendance targets	1 2 3 4 5
9. Achieves turnover targets	1 2 3 4 5
10. Meets financial targets	1 2 3 4 5

Manager's Comments

<u>Behaviours/capabilities</u>	<u>Rating</u> 1 = Low ; 3 = Medium; 5 = Outstanding
1. Acts with integrity	1 2 3 4 5
2. Is passionate about outcomes	1 2 3 4 5
3. Communicates effectively	1 2 3 4 5
4. Treats people with respect	1 2 3 4 5
5. Contributes strategically to the business	1 2 3 4 5
6. Considers the impact of their actions	1 2 3 4 5
	1 2 3 4 5
	1 2 3 4 5

Manager's Comments

Development Plan

Development Goal/s	Development Activities	Due Date	Status	Comments
1.				
2.				
3.				

Overall Comments

Manager's Comments

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Employee's Comments

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Sign off

Planning		Review	
Employee Signature:	Date	Employee Signature	Date:
Manager Signature	Date	Manager Signature	Date: