Performance Appraisal
Fitness Instructor

HiFlex Physio

Employee Name	Jim Hunt
Position	Fitness Instructor
Centre	Cairns
Supervisor	Paul Thomas
Initiate Agreement	Date Completed 1/7/20x1 Initials PT
6 Month Review	Date Completed 3/12/20x1 Initials PT
12 Month Appraisal	Date Completed 3/12/20X2 Initials PT
Supervisor Comment - 6 Month Review	Your client list is so loyal– the quality of your advice and programs is worth the effort you put into it. Overall your performance is very pleasing. I do need you to remember that you are part of a team, not a lone star, and endeavour to support and consult more to enhance the performance of the team. You are doing well, but I do need to build a stronger team and you are an important element of that.
Employee Comment - 6 Month Review	I am gratified that you appreciate my work. It takes a great of effort to be the most successful trainer in the Centre and that is a position I do not want to lose. I will try to work more with the others, but sometimes it iis frustrating, they can be a bit hard to change.

12 Month Appraisal Performance Results (please tick appropriate response): Exceeds requirements Meets all requirements Meet some requirements Does not meet requirements	 ☐ ☑ ☐ ☐
Supervisor Comment - 12 Month Review	You have made an effort to be more of a team player, and that is great. More effort is still needed though to consolidate the changes. Your Client list is maxed out, so I am confident that you will be satisfied with how you invest your time. I will check out the Management courses available in HR, now that I am aware of your intention to move into a more managerial area.
Employee Comment - 12 Month Review	I appreciate your attention to my career planning. I shall continue to work harder on my team skills.
Upon completion **Employee Name** Jim Hunt **Signature** J Hunt	 **Manager Name** Paul Thomas **Signature** Paul Thomas
6 Month Review **Employee Name** David Dawson **Signature** J Hunt	 **Manager Name** Paul Thomas **Signature** Paul Thomas

12 Month Appraisal **Employee Name** Jim Hunt **Signature** J Hunt	 **Manager Name** Paul Thomas **Signature** Paul Thomas
Date review completed completed	31/12/20X2

Manager to retain original. Employee to retain copy.

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Performance Plan

HiFlex Physio

4 = Above expectations 1 = Not meeting expectations

Customer Relations	1	2	3	4
Maintains constant focus on customer service as the number one priority and ensures highest possible level of customer relations at all times.			✓	
Acts in a public relations capacity to maximise public interest and participation in HiFlex Physio activities and brings new ideas for the provision of activities and programs			✓	
Reviews and resolves problems/ complaints efficiently and effectively, ensuring the highest possible level of customer acceptance and satisfaction.			✓	
Encourages development and maintenance of effective and co-operative working relationships with user groups, customers and members of the public.				✓
Creates and fosters a strong atmosphere of teamwork and cooperation among the HiFlex Physio staff.		✓		

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Fitness Centre Operation	1	2	3	4
Ensures the equipment, work spaces and counters are clean, well organised and well maintained at all times.		✓		
Assists customers with operation and use of fitness equipment.			✓	
Advices and consults with customers regarding personal fitness needs and assists customers in developing personal fitness plans.				✓

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Other Skills	1	2	3	4
Teamwork - Interacting, communicating and supporting others	✓			
Customer Service - Acknowledges customers within 30 seconds, assists effectively with enquiries, willingly 'goes the extra mile'.				✓
Timekeeping - Keeps accurate timesheets, arrives on time and prepared, willing to work extra shifts if necessary.			✓	
Personal Training and Classes - Creates original, interesting and safe classes. Works well and reliable for personal clients.				✓

Sign off of Performance and Development Plan

HiFlex Physio

Initial agreement

Employee

Name: Jim Hunt

Signature: J Hunt

Date: 31/12/20x2

Manager

Name: Paul Thomas

Signature: Paul Thomas

Date: 31/12/20x2

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