Performance Appraisal - Centre Manager

Performance Definitions

Outstanding

Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity and timeliness.

Theemployee exhibits leadership among peers in all dimensions of the field of work performed.

Significantly Exceeds Expectations

Performance at this level often exceeds established expectations and standards for work quality, quantity and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.

Fully Capable

Performance at this level is satisfactory on the established expectations and standards for work quality, quantity and timeliness. The employee competently achieves the requirements of the position.

Needs Improvement

Performance at this level is minimally capable and below the level expected employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity and timeliness. The employee performing at this level may be denied merit increases until fully capable performance is demonstrated.

Unsatisfactory

Performance at this level is unacceptable. The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time to be defined by the Employer.

Manager to retain original. Employee to retain copy.

Employee Name	
Centre	
GM / HR	
Initiate Agreement	Date Completed Initials
6 Month Review	Date Completed Initials
12 Month Appraisal	Date Completed Initials
GM HR Comment – 6 Month Review	
Employee Comment – 6 Month Review	

12 Month Appraisal Performance Results (please tick appropriate response):

- Exceeds requirements ☐
- Meets all requirements ☐
- Meets some requirements ☐
- Does not meet requirements ☐

GM HR Comment – 12 Month Review	
Employee Comment – 12 Month Review	

Upon Completion Employee Name Signature	GM HR Name Signature
6 month review Employee Name Signature	GM HR Name Signature
12 month appraisal Employee Name Signature	GM HR Name Signature
Date review completed	

GM HR Comment – 12 Month Review	
Employee Comment – 12 Month Review	

Upon Completion Employee Name Signature	GM HR Name Signature
6 month review Employee Name Signature	GM HR Name Signature
12 month appraisal Employee Name Signature	GM HR Name Signature
Date review completed	

1. Administration

Performance Factor	Performance From 5 (high) -1 (low)	Comments
Planning		
Problem Solving		
Organisation of Work		
Compliance		
Problem Solving and Decision Making		
Evaluation and Control		
Risk (Liability) Management		

2. Interpersonal

Performance Factor	Performance From 5 (high) -1 (low)	Comments
Oral Communication		
Written Communication		
Coordination / Collaboration		
Supervisory Control		
Leadership		
Staff Appraisal and Development		

3. Individual

Performance Factor	Performance From 5 (high) -1 (low)	Comments
Effort and Initiative		
Professional and Technical Competence		
Innovation		
Objectivity		
Credibility		
Flexibility		

4. Leadership

Performance Factor	Performance From 5 (high) -1 (low)	Comments
Coaching		
Empowering		
Modelling		
Team Building		
Visioning		
Self-development		

Overall Evaluation

Please tick one	
Outstanding	
Significantly exceeds expectations	
Fully capable	
Needs improvement	
Unsatisfactory	

What were the CEO’s performance highlights in the past year?

What could have improved in the CEO’s performance in the past year?

What should be the CEO's performance goals for the next year?

Evaluator's Signature :

Date

Centre Manager Signature:

Date