

**WESTCLIFF HIGH SCHOOL FOR GIRLS**

**PERFORMANCE MANAGEMENT PROFORMA 2015**

**FOR SUPPORT STAFF**

|  |  |
| --- | --- |
| **NAME OF REVIEWEE** |  |

|  |  |
| --- | --- |
| **NAME OF REVIEWER** |  |

|  |  |
| --- | --- |
| **JOB TITLE** |  |

|  |  |
| --- | --- |
| **MAIN RESPONSIBILITIES** |  |

|  |  |  |
| --- | --- | --- |
| **PM CYCLE DATES**  | **FROM****01 SEPTEMBER 2014** | **TO****31 AUGUST 2015** |

|  |  |
| --- | --- |
| **DATE OF MID TERM REVIEW MEETING** |  |
| **DATE OF FINAL REVIEW MEETING** |  |

1. **REVIEW OF TARGETS (2014 -2015)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreed objectives for the year** | **Appraisee’s comments on how each objective has been met** | **Appraiser’s comments** | **TARGET MET/NOT MET** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **APPRAISEE’S COMMENTS**

|  |
| --- |
| (Please include how your manager could help/support you better and any barriers to achieving objectives.) |
|  |
| **SIGNED**  | **DATE** |

1. **REVIEW OF PRACTICE: KEY PERFORMANCE AREAS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NP** | Not performing | **GP** | Good Performance | **N/A** | Not applicable |
| **ND** | Needs Development | **OP** | Outstanding Performance |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **OP –** | **NP** | **ND** | **GP** | **OP** | **N/A** |
| Internal and external relationships |  |  |  |  |  |
| * I build and maintain good relationships with people both inside and outside work.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I deliver the level of provision that I have agreed with my manager and I make an effort to do more.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I am open to people giving me feedback on my work and try to incorporate what they suggest.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I offer feedback to other people in a helpful and sensitive way.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I can identify and deal with difficult situations in a way that is acceptable to WHSG by listening effectively and communicating or acting in a positive way.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |
| Team working |  |  |  |  |  |
| * I show by the way I act that I am committed to the team’s decisions.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I consult with other team members on decisions and plans.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I work with my team to come up with new ideas and ways to improve how we work.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I share my knowledge with the rest of the team and share any information that could contribute to the success of a project or task.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I listen effectively, consult with others and learn from their views and opinions.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I work with other people in my team to sort out problems in a practical and flexible way.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * My contribution helps the team to meet its objectives.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NP** | Not performing | **GP** | Good Performance | **N/A** | Not applicable |
| **ND** | Needs Development | **OP** | Outstanding Performance |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NP** | **ND** | **GP** | **OP** | **N/A** |
| Communication |
| * I choose the best way to communicate in each situation.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I communicate in a clear and concise way.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I produce clear and accurate written information and consider the needs of the people who will be reading it.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I actively encourage two-way communication. I ask people for feedback and respond to their suggestions.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I respect everyone’s points of view, opinions, ideas and suggestions.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |
| Respecting diversity/equal opportunities |
| * I treat all my colleagues and other contacts fairly and with respect and dignity.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I appreciate the differences in people. I recognise that these differences mean that people contribute different strengths, abilities and points of view to situations.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I do not use inappropriate language and behaviour and challenge other people when they do. I do not distribute unacceptable materials to other people at WHSG.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NP** | Not performing | **GP** | Good Performance | **N/A** | Not applicable |
| **ND** | Needs Development | **OP** | Outstanding Performance |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NP** | **ND** | **GP** | **OP** | **N/A** |
| Skills and knowledge |  |  |  |  |  |
| * I am committed to continually developing myself and my role.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I welcome change and I am willing to learn new skills in order to meet new challenges.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I follow up any learning and development opportunities that I have agreed with my line manager.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I solve problems by collecting any relevant information and making good decisions.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I show that I have the detailed knowledge, abilities and experience necessary to do my job.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I understand how what I do fits into WHSG’s objectives.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |
| Resource awareness |  |  |  |  |  |
| * I make the best use of the wide-range of talent, technology and resources available to produce high-quality results.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I work with other teams within WHSG to find more effective ways of achieving results.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I am aware of costs at all times and make the best use of WHSG’s resources such as paper, time (both mine and others), money and colleagues.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| * I make the best use of resources to reduce costs and our environmental impact. For example, I turn off lights, print double-sided and recycle.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Any comments: |

**4. TARGETS FOR NEXT YEAR (2015 – 2016) (Ensure SMART)**

|  |  |  |
| --- | --- | --- |
| **TARGET(S)** | **HOW WILL THIS BE MEASURED?** | **BY WHEN?** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **END OF YEAR REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
|  **AREA OF REVIEW** | **MET** | **PARTIALLY MET** | **COMMENTS** |
| **4.1 ASSESSMENT AGAINST TARGETS** |  |  |  |
| **4.2 ASSESSMENT OF REVIEWEE’S REFLECTION ON PRACTICE**  |  |  |  |
| **4.3 APPRAISER/ LINE MANAGER’S COMMENTS**(Indicate summary of overall performance including major achievements, unforeseen events, individual strengths and areas for improvement.) |  |
| **SIGNED: ……………………………………………………………………………….. DATE: ………………………………..** |