**PERFORMANCE REVIEW (EXAMPLE 2)**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

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# PERFORMANCE REVIEW

|  |  |
| --- | --- |
| Name |  |
| Position Title |  |
| Reports to/Reviewed by |  |
| Date |  |
| Review Period |  |

|  |
| --- |
| Performance Rating |
| **5** | Significantly above target/best practice/exceptional performance |
| **4** | Above target/consistently exceeds standard |
| **3** | On target/consistently meets and at times exceeds standard |
| **2** | Below target/mostly meets standard |
| **1** | Significantly below target/rarely meets standard |

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| Section A: Performance Assessment |
| **Key Result Areas/Key Performance Indicator** | **Comments on Performance** | **Rating** |
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|  |  |  |
|  |  |  |
| **Average Rating (Total of Rating/Number of KPIs)** |  |

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| --- |
| Section B: Core Competencies/Values Assessment |
| **Competency** | **Comments** | **Rating** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Average Rating (Total of Rating/Number of KPIs)** |   |

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| --- |
| Section C: Final Performance Rating |
| KPI RATING (Section A) **X**  80% **+** COMPENTENCY RATING (Section B) X 20% **= OVERALL RATING** |

*In this template the overall rating has been weighted 80 per cent on KPI achievement and 20 per cent on Competencies or Values achievement. This can be amended accordingly on the emphasis placed on each within your company (you may simply choose to use an average rather than weight them.)*

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| Section D: Future Learning and Development Plan |
| Development Need | Training Type (e.g. Course, Mentoring etc.) | Completion Date |
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| Section E: Future Key Performance Indicators |
| Key Result Area | Key Performance Indicator | Completion Date |
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| Section F: Overview/ Comments |
| Staff Member’s Comments**Signature: Date:** |
| Manager/Supervisor Comments**Signature: Date:** |