

ANNUAL PERFORMANCE REVIEW

EMPLOYEE INFO			
EMPLOYEE NAME	Chris Brown	DEPARTMENT	Administration
EMPLOYEE ID	8027	REVIEWER NAME	Mary Jones
POSITION HELD	Administration Officer (Junior)	REVIEWER TITLE	School Administration Manager
LAST REVIEW DATE	N/A	TODAY'S DATE	31/03/2023
CURRENT RESPONSIBILITIES			
<i>Attach job description, noting any significant changes.</i>			
<p>Refer to Position Description: - Administration Officer</p> <p>Chris has now been in this role for 3 months</p>			
PERFORMANCE ASSESSMENT			
<i>Evaluate performance and achieved goals.</i>			
<p>Chris has continually demonstrated ability to complete tasks on time.</p> <p>Chris has developed a good working relationship with all staff at the school and I have received many comments on Chris's cheery manner and willingness to help.</p> <p>Chris has met all KPIs and performs all tasks to a high standard.</p>			
<i>Discuss areas of excellence within performance.</i>			
<p>Ability to track and monitor tasks and willingness to seek feedback and take on board suggestions for improvement.</p> <p>Understanding of expected work goals and the relationship between personal goals and our school/organization goals.</p> <p>Positive role model – being the first point of contact for parents and students who need assistance.</p> <p>Maintains high level of confidentiality and privacy which is vitally important in a school environment.</p>			
<i>Discuss areas of improvement.</i>			
<p>Chris is ready to progress to the next level – and will begin to work with less supervision. This will require Chris to develop more critical thinking skills and gain confidence to make judgement calls on what jobs to do and what tasks can be put off. (Currently Chris confirms priorities with supervisor). Chris is sometimes nervous when taking on new or unfamiliar tasks but her confidence in this area will improve with more experience in the role.</p>			
<i>Develop future goals with set expectations.</i>			
<p>Management of own priority lists and task scheduling.</p> <p>Take on the responsibility for organising the weekly newsletter, collating stories from each Head of Department, formatting the document, and sending to myself for proof reading and final approval.</p>			
COMMENTS AND APPROVAL			
<i>Provide any additional feedback.</i>			
<p>Well done, Chris, it has been a pleasure having you work in our administration office these last 3 months. I've enjoyed our weekly debrief and my door is always open when you have questions. Moving forward I believe you are ready to work with less supervision on a daily basis and to make judgements for yourself of what is urgent and what can wait. You are a valued member of our team.</p>			
EMPLOYEE SIGNATURE	Chris Brown	REVIEWER SIGNATURE	Mary Jones