



# PERFORMANCE REVIEW: JOB EVALUATION

## Managerial/Supervisory Staff

(reviewed August 2011)

*Note: Some questions may require a commentary style answer. If space is insufficient please use a continuation sheet.*

### Part 1

#### Background

Name	Position
Department	Date appointed to position
PR Form issue date	Interview held

Is the Job description for this position up to date and correct? If not, please specify the area(s) in which it is deficient.

If there are changes, can you cope with the altered responsibilities - or do you require training in order to cope? If so, please specify what type of training.

Have you, since the date of your last review, undertaken any training? If so, please give details, assess the worth of the training, and state how it is helping you in your job.

Is it likely that there will be changes to your responsibilities before the next review? If so, do you feel you will be able to cope with these changes, or will you require training? If so, please indicate the areas where training may be necessary.

Are there any personal factors which could have an effect on your performance in the near future? If so, please provide details.

Is there any other information which you feel has a bearing on this review process and/or the performance of the job? If so, please provide details.

In the chart set out below, list the measures of performance for each of the duties set out in your job description and then on a grading scale of A - E

- A: meaning you have always achieved the standard set in the measure,
- B: means these standards have usually been achieved,
- C: sometimes achieved,
- D: seldom achieved,
- E: never achieved.

Position Objectives	Measures of Performance
	A B C D E

12345} (Data derived from job description)

If you have graded yourself D or E for any of the duties, please state for each why you feel you have performed at this level.

### General

Did you achieve anything else within the period which is not covered by your job description? If so, please give details.

Was there anything you needed which would have improved your performance? If so, please give details.

Have you been able to help any colleague with [his] work? If so, please give details.

Are you able to deal with all requirements for information concerned with your job from:

- |                  |        |
|------------------|--------|
| superior         | YES/NO |
| colleagues       | YES/NO |
| other internal   | YES/NO |
| external sources | YES/NO |

If the answer to any of these is NO, please state why you feel this was the case.

Do you feel you are able to get on with those with whom you come into contact?

What do you feel is (are) your main strength(s)?

What do you feel is (are) your main weaknesses?

On the scale on the previous page (ie A to E), how do you rate yourself for the following?

- Accuracy
  - Diligence
  - Setting priorities
  - Relationships
  - Motivation
  - Adaptability
  - Commitment
  - Overall performance
- 

## Part II

A performance review interview with ..... was held on ..... at ..... The assessment provided by the job holder was reviewed and the ratings confirmed/alterd as shown.

## Part III

The fundamental purpose of performance review and plan is to ensure both parties agree what needs to be done in the period until the next review (or further).

The overall performance rating was agreed as ..... (A to E).

Please set out an analysis of any action(s) agreed to be implemented, giving measures of performance and timescales if appropriate.

- 1.
- 2.
- 3.
- 4.
- 5.

Training needs: Please set out the type of training required and, if relevant, the timing of such training.

Signed ..... Job Holder  
..... Club Secretary/Manager  
..... Date  
Reviewed by ..... Chairman      Date .....