



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

Dynamic Management Group Pty. Ltd. T/A Royal Brisbane International College & Royal Brisbane Institute of Technology

A.C.N. 095 915 012 A.B.N. 74 095 915 012 CRICOS Provider Code: 02370B

Staff Performance Review Form

- 1. This will review every 1, 3, 6,12 months time
2. This form should be filed into their Personal Profile (HRM Files)
3. This practical advice is supplemented by a revealing self-assessment (monthly review) exercise that will highlight staff's strengths & weaknesses, guiding company & staff to improve performance & attain excellence.

Staff Name: \_\_\_\_\_

Work Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_

Assessor: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Performance Survey

Performance Survey grid with categories: Ambition, Responsibility, Efficiency, Office Skills, Work Task, Delegate, Team Effective, Attitude, Time Frame, Loyalty, Performance, Motivation Level. Each category has four checkboxes with corresponding descriptions.

The overall comment: \_\_\_\_\_

Training and Assessment Record: \_\_\_\_\_

Chief Reviewer Sign: \_\_\_\_\_ ☺ Senior Reviewer Sign: \_\_\_\_\_