



SECTION 1: Getting your Opinions. We want to know how you can help us and yourself to improve what we do. Take some time to answer the questions below.	
Questions	Tell us what YOU Think
1. How has the last year been for you? What have been the benefits for you and the company?	
2. What do YOU like about working for us?	
3. What parts of YOUR job do you find most difficult and frustrating? How can these issues be addressed? What do we need to do? What do YOU need to do?	
5. What's your next step and why? What skills, knowledge and support do you feel you would need to help you get there?	
6. If we asked you to write down the key 4 things we expect from you in working for our business every day, what would they be?	1. 2. 3. 4.

**SECTION 2: The Key Themes - Performance Assessment & Review Objective Setting - Complete the tick boxes and bring this with you to the**

<i>Working Profitably</i>	1	2	3	4	5	Give examples to support your rating
I make sure I understand what needs to be done and get on with it so that the job is completed on time						
When instructions are not clear I will speak to the site manager and get clarification						
I will proactively take responsibility on site to support the site manager to help them in their role						
Should the task not be completed within the allotted timeframe I will report this to immediately to the office						
I act as a role model for others in how I plan and deliver my work and will provide support for them to help improve and ensure the job is delivered to expectation						

1 = I am a role model for my colleagues

2 = I exceed the requirements of the Key Themes

3 = I meet the requirements of the Key Themes

4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes

<i>Working the Brand</i>	1	2	3	4	5	Comments (please say why you feel you do this well or what help you need to do this better)
I act professionally when on site to ensure our brand is prominent and not compromised and encourage others do the same						
I make sure that my appearance meets the expectations of the Company, wearing my uniform with pride and only my uniform						
I make sure that I (respect) look after company vehicles, tools & equipment and that my site and work area is clean and tidy						
I ensure that new employees and sub-contractors understand company expectations regarding behavior on site						

1 = I am a role model for my colleagues

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3 = I meet the requirements of the Key Themes

4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes

<b>Working Safely</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Comments (please say why you feel you do this well or what help you need to do this better)</b>
I understand my responsibilities in meeting the company's Health & Safety requirements						
I know the procedure for reporting accidents and near misses on site and will notify the site manager of any incidents I observe						
I make sure that I work safely on site and ensure my colleagues and new starters and sub-contractors do the same						
I make sure that my skills, knowledge and certificates are kept up to date to work on site						
I use PPE correctly and ensure any equipment I use is intact and fully functional						

1 = I am a role model for my colleagues

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3 = I meet the requirements of the Key Themes

4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes

<i>Working with the Customer</i>	1	2	3	4	5	Comments (please say why you feel you do this well or what help you need to do this better)
I make sure I speak to my site manager to understand the customer requirements and standards on every job and deliver to these						
I make sure that when external or internal customer communicates with me I pass this on in good time to the office or the site manager						
I speak to the customer about any problems (when appropriate) and will offer solutions to get the job completed						
I make sure that I treat external and internal customers with respect and will provide all the necessary information to help them						
Upon completion of a job I make sure the customer is happy with the work before handover						

1 = I am a role model for my colleagues

2 = I exceed the requirements of the Key Themes

3 = I meet the requirements of the Key Themes

4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes

<i>Working to Deliver Quality</i>	1	2	3	4	5	Comments (please say why you feel you do this well or what help you need to do this better)
I take pride in my work, am proud of my product and make sure that it exceeds the required standards and make sure my colleagues do the same						
I make sure that any new starters and sub-contractors work with us to understand our quality standards						
I get it right first time so we retain clients and gain repeat business						

1 = I am a role model for my colleagues

2 = I exceed the requirements of the Key Themes

3 = I meet the requirements of the Key Themes

4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes

<i>Working to Continuously Improve</i>	1	2	3	4	5	Comments (please say why you feel you do this well or what help you need to do this better)
I embrace change and will work to understand how new initiatives will help me in my role						
I play an active role within the company and on site and will offer suggestions on how the project can be completed more efficiently						
I play an active part in developing my role and career within the company						
I will make suggestions to improve my job satisfaction and prospects within the company						

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4 = I could do more to meet the requirements of the Key Themes but need help to do it

5 = I need to improve my performance to meet the Key Themes



**SECTION 3: Development Objective Setting - set objectives to improve YOUR performance and how YOU work.**

**This will be completed by you and your manager at the meeting**

<b>Objectives</b> <i>Link to the Key Themes</i>	<i>Development Objectives</i>	<b>By When</b>	<b>What improvement will be achieved as a result</b>
<b>Working Profitably</b>			
<b>Working the Brand</b>			
<b>Working Safely</b>			
<b>Working with the Customer</b>			
<b>Working to Deliver Quality</b>			
<b>Working to Continuously Improve</b>			

**Manager Signature:** \_\_\_\_\_ **Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_