

**GORE DISTRICT COUNCIL  
PERFORMANCE APPRAISAL  
NON-MANAGEMENT STAFF for the period 01-07-06 to 30-06-07**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Present Position: \_\_\_\_\_  
 Reports to: \_\_\_\_\_ Time in Present position: \_\_\_\_\_ Review Date: \_\_\_\_\_

**Section 1: Competency Assessment** **1 = Excellent/5 = Poor**

<u>Competencies</u>	Comment	1	2	3	4	5
Contribution to Positive Working Relationships						
Customer Service						
Adaptability						
Initiative						
Team Work						
Health and Safety						
Quality						
Output						

**Section 2: Objectives Worksheet**

Previous Year's Objectives	Outcome

**Principal Accountability / Objective**

Annual Objectives 2007/08	Agreed results / targets	Measurement

**Section 3: Training and Development Worksheet**

Previous Year's Training Plan	Outcome

**Training Plan**

Knowledge / skill / competency needed	On-the-job outcome expected (performance)	Agreed Action Plan

**Section 4: General Comment, Sign off and Follow-up**

**Additional Achievements:**

Details of achievements not mentioned earlier have you made during this period (eg work objectives, personal).

**Overall Assessment:**

General comments of Assessor:

General comments by employee?

**Sign Off:**

Employee signature:

Date

Assessor signature:

Date

Chief Executive signature:

Date:

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**Follow-up:**

Remuneration recommendation:

General Manager approval: Yes No

Comment:

Signature:

Date:

**Job Description**

Current Job Description reviewed

Amendments made Yes/No

Job Description to be created

**GORE DISTRICT COUNCIL**  
**Performance Competencies – Non-Management Staff**

**Communication Competencies**

<b>Competency</b>	<b>What you would be expected to exhibit</b>	<b>Possible means of measuring performance</b>
<b>Contribution to Positive Working Relationships</b>	Always looking for, expecting and encouraging a positive and friendly environment. Making sure communication is appropriate, clear, concise and timely. Recognising that we are not always right and that others have solutions or points of view that are valuable. Treating others in a way that is respectful and polite.	Observation. Complaints / commendations. Discussion with colleagues / supervisor.
<b>Customer Service</b>	You show respect for the public and internal customers. You communicate with them in a polite, informative, positive and helpful manner. They perceive you as reliable and competent. Your presentation when dealing with the public is appropriate to your position. You are aware of political factors when dealing with the public and Councillors and you are an ambassador for the Council.	Observation. Complaints / commendations Survey of 5 regular clients.
<b>Adaptability</b>	You are prepared and keen to attempt new tasks that may not be specifically contained within your job description. You possess a “can-do” attitude and a willingness to move outside your comfort zone. You are not intimidated by or exhibit negativity to new systems and processes.	Observation. Complaints / commendations. Discussion with colleagues / supervisor.
<b>Initiative</b>	You make suggestions on how work practises and processes can be improved. You do not sit on problems and wait to be asked about them by your Manager. You bring problems to your Manager together with your view on how they can be solved.	Observation Discussion with colleagues
<b>Team Work</b>	You contribute positively to the team effort with your own effort, by encouraging others to work towards common goals, and by assisting others, when desirable. You are mindful of the differing needs and opinions of co-workers. You are prepared to modify your own views, way of working and/or priorities to achieve the best group outcome. You take team	Observation and discussion with other team members.

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**Performance Competencies – Non-Management Staff**

	meetings seriously and abide by group decisions. You keep team members and your manager informed.	
<b>Health and Safety</b>	An awareness of the Council's Health and Safety Plan and a proactive approach to ensuring requirements are met and procedures followed at all times.	Observation
<b>Quality</b>	You recognise the importance of measuring and monitoring performance. You understand the standards of work required in your position (presentation of work and yourself, attention to detail and accuracy) and you always meet these. You seek better ways of doing things and to improve your performance.	Observation. Specific quality measures/targets set and measured.
<b>Output</b>	You establish appropriate your workload and deadlines (and for others if necessary). OR You understand the workload and deadlines required for your position.  You achieve the work required (including administrative processes such as timesheets). You are prepared to ask for assistance, if necessary. You willingly assist others and involve yourself in other work when you have achieved your required work.	Observation. Specific output targets set and measured.