



MAUS Performance Review: Forms Designer Sample Form



Overview:

The Forms Designer section in MAUS Performance Review gives you flexibility when conducting performance reviews for your staff. The customisable form can be handed to reviewers such as employees doing self reviews, customers and co-workers to be completed. This is helpful when conducting 360 degree performance reviews where reviewers such as customers cannot gain access to the program.

Buy MAUS Performance Review Now:

Phone: 1300 300 586

Fax: 02 9976 2137

Email: sales@maus.com.au

Online: www.maus.com.au

Company Name Performance Review

Employee Name:
Job Title:
Department:
Review Period Start:
Review Period End:
Last Review Date:
Reviewer Name:
Reviewer Title:

PERFORMANCE COMPETENCIES RATINGS

Low = Unsatisfactory
 Needs improvement
 Meets job requirements
 Exceeds job requirements
 High = Outstanding

Communications

Weight: 10%

	<i>N/A</i>	<i>Low</i>	<----->		<i>High</i>
Expresses ideas and thoughts verbally					
Expresses ideas and thoughts in written form					
Exhibits good listening and comprehension					
Keeps others adequately informed					
Selects and uses appropriate communication methods					
Overall					

Cost Consciousness

Weight: 10%

	<i>N/A</i>	<i>Low</i>	<----->		<i>High</i>
Works within approved budget					
Conserves organisational resources					
Develops and implements cost saving measures					
Contributes to profits and revenue					
Overall					

Managing People

Weight: 10%

	<i>N/A</i>	<i>Low</i>	<----->		<i>High</i>
Provides direction and gains compliance					
Includes subordinates in planning					
Takes responsibility for subordinates' activities					
Makes self available to subordinates					
Provides regular performance feedback					
Develops subordinates' skills and encourages growth					
Overall					

Form Also Includes:

- Delegation
- Job Knowledge
- Judgement
- Leadership
- Planning & Organisation
- Problem Solving
- Quality

SUMMARY

N/A *Low* <-----> *High*
|_| |_| |_| |_| |_| |_|

EMPLOYEE COMMENTS

Employee Acknowledgment

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature/Date

REVIEWER COMMENTS

Reviewer Signature/Date

MAUS Performance Review

Performance appraisals the easy way



In today's business environment motivated and productive employees are an extremely valuable asset. The effective management of your staff's performance is therefore critical to the success of your business.

MAUS Performance Review makes it easier than ever before to achieve a productive, motivated workplace. Utilising the revolutionary Intelli-Text technology, MAUS Performance Review will actually create personalised, grammatically correct text based on the rankings you attribute to each performance element.

Key Benefits

- Write accurate, personalised reviews in minutes.
- Protect your business from the devastating effects of unfair dismissal claims.
- Record day-to-day incidents as they occur.
- Expert HR advice and coaching ideas every step of the way.
- Save time at every stage of the review process.
- Provides ongoing performance management of your staff.

At the click of a button, MAUS Performance Review can provide you with

- An extensive range of performance competencies;
- A simple to use numerical rating scale for each performance element;
- Concise, grammatically correct text through the exclusive Intelli-Text Technology;
- Customisation features; An easy to read Review report containing the key information created in the review process.

Testimonials

"You can write an employee review in minutes." PC World

"This is the highlight of my 29 year career. Performance Review is the best system I've ever used. It turns a time consuming process into something easy. Reviews can be the toughest thing in the world. Either the manager doesn't communicate as they should, or doesn't know what to say. I now look forward to annual performance reviews." John Greenwood (CHA) - Radisson Hotel Rochester Plaza

Summary of features

Performance appraisals, automatic text generation, goal setting & measurement, coaching ideas, critical incident reporting, attach supporting documentation, view past reviews. Adaptable review templates, flexible rating scale, customisable language, fully networkable, password & encryption protected security, definable permission settings.