



MAUS Performance Review: Sample Performance Review



Overview:

The sample performance review was created using the program's easy step by step process. The performance review demonstrates how the program's Intelli-text technology, writes text that flows as if you wrote it yourself allowing you to save valuable time and effort. The sample also demonstrates the comprehensive range of competencies which the program includes.

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: Jane Smith
Job Title: Personal Assistant
Review Period Start: 1/6/2006
Review Period End: 1/6/2007
Last Review Date: 01/12/06
Reviewer Name: Joe Brown
Reviewer Title: General Manager

PERFORMANCE COMPETENCIES

Communications

Exceeds job requirements

Jane listens carefully, asks perceptive questions, and quickly comprehends new or highly complex matters. She is extremely thorough and proactive about keeping others well informed. She demonstrates excellent written communications skills. When communicating, Jane is very good at selecting and using the most effective methods. She displays effective verbal communications skills.

Co-operation

Meets job requirements

Jane is particularly successful at establishing and maintaining good relationships. She exhibits a high degree of tact and consideration in her relations with others. She regularly displays a positive outlook and pleasant manner. Jane assists and supports her co-workers. However, she sometimes does not assume enough responsibility to help resolve conflicts.

Dependability

Meets job requirements

Jane is usually very punctual and she makes an effort to schedule time off in advance. She responds promptly to requests for service and assistance. Jane has little difficulty following instructions and responding to management directions. In most situations, she assumes responsibility for her own actions and outcomes. She generally keeps her commitments without delay or follow up. However, Jane sometimes needs to be encouraged to put forth extra effort.

Initiative

Needs improvement

Jane usually indicates when she needs help. However, she occasionally volunteers to help but not to the extent expected. Jane rarely takes independent actions or calculated risks. Additionally, she sometimes overlooks opportunities. She does not undertake self-development activities and she resists taking on additional responsibilities.

Quality

Outstanding

The quality of work Jane produces far exceeds expectations for accuracy and thoroughness. She leads the organisation in looking for ways to improve quality and promote quality awareness. She is proactive about seeking feedback and using it to improve her performance. Jane has designed highly effective methods for monitoring her work to achieve and maintain the highest quality standards. She displays a strong dedication and commitment to excellence.

This report also contains:

- **Judgement**
- **Planning & Organisation**
- **Problem Solving**
- **Quality**
- **Quantity**
- **Use of Technology**

SUMMARY

Overall Rating: *Meets job requirements*

DEVELOPMENT PLANS

Areas to work on

Learn about the work of others in the organisation to gain a better idea of where you may be able to provide assistance. Meet with your co-workers to improve your understanding of their work, and offer to provide assistance when needed.

Consider how volunteer assignments can help build your skills and job knowledge. Identify job tasks or special projects that will provide experience relating to your career goals, and offer to take on these assignments.

Stay aware of changes in the organisation or environment that might impact your work. Be prepared to take advantage of positive situations, such as the availability of extra staff time or lower supplier prices. Develop contingency plans for negative situations, such as staff turnover or increased materials costs.

Evaluate alternative solutions to problems by prioritising the desired outcomes and identifying the operating constraints, such as time or resources, that affect the situation. Look at each alternative against these criteria to determine which one leads to the best outcome within existing operating constraints.

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.