

Six Monthly Staff Performance Review

Private & Confidential

It is important to be open and honest
All performance reviews are revised at three month intervals

As a company we are genuinely dedicated to the growth of personal and business development of all team members to build a confident and successful team. Our focus is to ensure that all team members are valued and appreciated for their hard work, initiatives and efforts to go beyond themselves. For this reason we feel that it is important to monitor what we are doing well, what we need to be doing a little better and how we can best achieve our targets, goals and objectives. It is important to understand what you want, where you want to be and how you plan to achieve your goals.

We therefore request that you take the time to complete the below staff performance review

This staff performance review will be retained on your employment record and referred to in future performance reviews.

Team Member Name: _____ Date of Review: _____

What are your short term career “achievement” goals for the next 6 months?

This should focus on key areas that you wish to achieve that directly relate to your duties. Eg retail sales, higher per client dollar amount, how many new clients, rebooking rate etc

What actions do you need to take to achieve your career goals?

What would you like your hourly pay rate to be in 6 months? _____

What do you need to do or what are you prepared to do to achieve this income?

What do you feel would justify an increase in your income?

As a company what can we do to assist you to reach your goals?

What are your short term personal goals for the next 6 months?

If our team members are establishing and achieving personal goals this will reflect in their confidence and ability to establish and achieve career goals. This should focus on key areas that you wish to achieve personally such as life style improvements, purchasing assets (new car, investments, house etc) planning of holidays, adventurous activities etc

What areas of personal development, further education or training do you feel would benefit your current role?

How do you feel you have excelled in your current position?

What areas do you feel that you need to improve?

What new skills have you learnt?

What do you enjoy about your position?

What would you like to change about your position?

If you were the owner of the business what would you do differently?

Do you have any concerns or feedback that you would like discussed?

How do you like to receive appreciation?

Do you feel that the internal operations or morale can be improved?

What is most important to you?

List 1 most important to 7

Recognition _____

Self achievement _____

Stability of employment _____

Money (wage/bonuses) _____

Flexibility _____

New challenges _____

Promotional Opportunities _____

Other _____

What is most important to you?

List 1 most important to 7

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Flexibility _____

New challenges _____

Promotional Opportunities _____

Other _____

What form of incentive would you appreciate?

For example, Gift vouchers, Flights, Accommodation, Paid day care, Paid days off, theme park tickets, salon services done, products – anything that YOU would like

General comments

Rate yourself – Self Evaluation

1 very poor 10 outstanding

Negotiating skills	1	2	3	4	5	6	7	8	9	10
Listening skills	1	2	3	4	5	6	7	8	9	10
Time management Skills	1	2	3	4	5	6	7	8	9	10
Communication Skills	1	2	3	4	5	6	7	8	9	10
Organisational Skills	1	2	3	4	5	6	7	8	9	10
Marketing Skills	1	2	3	4	5	6	7	8	9	10
Comprehension Skills	1	2	3	4	5	6	7	8	9	10
Computer skills	1	2	3	4	5	6	7	8	9	10
How well you work under pressure	1	2	3	4	5	6	7	8	9	10
Ability to meet deadlines	1	2	3	4	5	6	7	8	9	10
Self Confidence	1	2	3	4	5	6	7	8	9	10
Positive attitude	1	2	3	4	5	6	7	8	9	10
Friendliness	1	2	3	4	5	6	7	8	9	10
Upgrading skills	1	2	3	4	5	6	7	8	9	10
Team Work	1	2	3	4	5	6	7	8	9	10
Relationship with team	1	2	3	4	5	6	7	8	9	10
Taking responsibility for your actions	1	2	3	4	5	6	7	8	9	10
Overall knowledge of Salon	1	2	3	4	5	6	7	8	9	10

Team Member Signature: _____ Date: _____