

Form

Performance review

Introduction

The performance review provides a valuable opportunity to recognise performance, discuss development areas and consider career aspirations and progression. When preparing for the meeting, consider the performance of the entire year objectively to ensure a constructive discussion.

Date:

It is important to meet the end of March deadline, as the data will subsequently be used for further processing.

Support:

If you have any questions about the process, please contact your HR Business Partner.

Assessment of performance and behaviour

Assessment scale: ●●●● You exceed expectations/ ●●●○ You fulfil expectations/ ●●○○ You partially fulfil expectations (measures can be defined) / ●○○○ You do not meet expectations (measures must be defined).

Performance and behaviour criteria	●●●●	●●●○	●●○○	●○○○
Customer oriented: How does it benefit our customers?				
Customer and service orientation Recognises the needs of our customers and business partners and meets them in a competent, friendly and helpful manner; creates real customer benefit.				
Job knowledge Has the necessary job knowledge and applies it appropriately and profitably in everyday working life.				
Adaptability Is flexible and open to change and courageously tries out new things.				
Comments				

Performance and behaviour criteria	●●●●	●●●○	●●○○	●○○○
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Entrepreneurial: Would I invest my own money in this idea?				
Goal orientation/result orientation Sets ambitious goals; acts proactively and with commitment; learns from mistakes.				
Solution orientation Develops solutions independently and implements them consistently and on time.				
Arbeitsorganisation Organisation of work Erfledigt Aufgaben effizient und überprüft laufend die eigene Vorgehensweise. Completes tasks efficiently and constantly reviews their approach.				
Comments 				

Performance and behaviour criteria	●●●●	●●●○	●●○○	●○○○
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Responsible: Can I look at myself in the mirror with a clear conscience?				
Team orientation Acts as a team member, works in collaboration with others, is supportive and reliable when needed.				
Resilience/personal responsibility Manages personal resources consciously; can cope with large volumes of work where necessary (work quantity); works independently; does not require any special measures regarding workload.				
Sustainability Uses resources in a targeted and effective manner; assumes responsibility and keeps an eye on things; provides impetus for sustainable performance.				
Comments 				

Performance and behaviour criteria	●●●●	●●●○	●●○○	●○○○
Leadership competencies (only for leadership job roles)				
Is a role model (I am a role model) Exemplifies the values and leadership principles; is modest and approachable; acts honestly and transparently; treats everyone equally; does not allow discrimination.				
Shows appreciation (I show appreciation) Shows interest and respect; listens actively; gives trust; gives honest and constructive feedback; gives praise.				
Decides (I decide) Takes responsibility; communicates clearly and conveys meaning; implements decisions consistently; delegates in a targeted manner; sees change as an opportunity.				
Shows performance (I show performance) Demonstrates commitment and discipline; increases own training and competence; generates motivation and enthusiasm; utilises the power of the team; works in a goal- and solution-oriented manner.				
Promotes further development (I promote further development) Encourages people; recognises talents, guides and coaches them; grants freedom; sees mistakes as an opportunity, shares knowledge and experience.				
Comments				

Overall evaluation of performance and conduct

Note the most important assessment points in the comments field, and use the assessment scale / ranking to mark your final assessment. When calculating the overall assessment, a general classification should be made, and not a mathematical average of awarded points.

Assessment scale/ranking	Comments
<input type="checkbox"/> You exceed my expectations	
<input type="checkbox"/> You fulfil my expectations	
<input type="checkbox"/> You partially fulfil my expectations (measures can be defined)	
<input type="checkbox"/> You do not meet my expectations (measures must be defined).	

Potential evaluation

How do you assess the employees potential? Discuss your assessment with the employee during the interview.

Assessment of development potential by the supervisor

If a P1 assessment is recorded this will remain provisional until confirmed by the next higher manager.

- ☐ P1 Talent with potential for further development into a management, expert or next higher function
- ☐ P 2 Full suitability for current position
- ☐ P 3 Clarify suitability for current position

Statement by the employee with assessment P1

- ☐ The employee wants to develop further and is willing to commit him/herself accordingly (Development plan follows).
- ☐ The employee does not currently wish to progress to a management, expert or next higher function.

1. Open Questions (voluntary assessment)

Do you have any suggestions on how we could do things differently in the future?

Answer:

What challenges do you see in your team (team and work area)?

Answer:

Do you have skills or strengths that you are not currently contributing to the business?

Answer:

Where do you see yourself in 5 years?

Answer:

Employee development

One leadership principle is: *I support further development*. Where do you and your employee see development potential? Agree on appropriate measure.

Objectives/measures from assessments	Responsibility	Date	Comments
On the Job			
Attending courses/training programmes (off the Job)			

Objective achievement (only for employees with personal objectives)

- ☐ No personal objectives were agreed for the assessment year.
- ☐ The following personal objectives have been agreed for the assessment year.

Objective	Weighting of objective in %	Objective achieved yes/no	Comments
1			
2			
3			
4			
Total target achievement in % (sum % values with YES)			

The achievement of the objective is evaluated with Yes or No. Objective number 1 is achieved when all 3 measures have been successfully implemented. For objectives 2 to 4, the actions should support the achievement of the objective and clear criteria for the achievement of the objective should be recorded on the form.

Employee feedback for the line manager (obligatory)

Assessment scale: ●●●● You exceed my expectations/ ●●●○ You fulfil my expectations/ ●●○○ You partially fulfil my expectations (measures can be defined) / ●○○○ You do not meet my expectations (measures must be defined).)

My line manager...	●●●●	●●●○	●●○○	●○○○	Comments
... is a role model. (Exemplifies our values and leadership principles, is humble and approachable, honest and transparent, lives equal treatment).					
... shows appreciation. (Is interested and respectful, listens actively, gives trust, gives honest and constructive feedback, praises).					
... decides (Takes responsibility, communicates clearly, implements decisions, delegates, sees change as an opportunity).					
... shows performance. (Is enthusiastic and goal-oriented, works on own further education and competence, motivates and inspires, uses the power of the team).					
... promotes further development. (Encourages employees, recognizes talents and is a coach, grants freedom, sees mistakes as an opportunity, shares knowledge and experience).					
...					
...					

Consultation with the responsible HR Business Partner

- ☐ The employee requests a consultation with the responsible HR Business Partner. The relevant HR Business Partner will contact the employee directly.

Comments

Employee's comments

(e.g. work satisfaction, challenges posed by work, working hours, unused skills, company atmosphere, responsibility and performance, professional goals, other needs)

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Line manager's comments

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Career path	Employee*	Line manager*	Next highest line manager**
Date			
Signature			
Name in capitals			

By signing this document, the persons involved confirm that they have carried out the assessment together (*) and/or that they have seen and understood the contents of this assessment form (**).

Copies can be sent to the employees and the line managers upon request. The original is filed in the HR dossier.