

Performance Review

The BMD Group (BMD) is Australia's largest privately-owned civil construction, consulting and urban development organisation. BMD Constructions is a wholly owned subsidiary of the Group. The company was established on a set of values and beliefs that are still apparent throughout the business today. Our unwavering loyalty to staff, suppliers and clients is underpinned by a desire to achieve the highest levels of success for our people, partners and the communities in which we operate.

Name:	
Position Title:	
Division/State:	
I report to:	
Roles that report to me:	
Date of Meeting:	

Key Performance Indicators

Include 4-6 performance measures which indicate the key requirements/responsibilities of the role.

Requirements/Tasks	Employee Rating (To be completed first)					Manager Rating (To be completed in Response)				
	Poor	Improvement Required	Adequate	Good	Excellent	Poor	Improvement Required	Adequate	Good	Excellent

Comments

Manager

Employee

Professional Behaviour Analysis

Key Behaviours	Employee Rating (To be completed first)					Manager Rating (To be completed in Response)				
	Poor	Improvement Required	Adequate	Good	Excellent	Poor	Improvement Required	Adequate	Good	Excellent
Punctual and Reliable.										
Displays ethical behaviour at all times.										
Willingness to accept delegated tasks and responsibilities with a positive attitude.										
Ability to work as an effective member of a team.										
Use of appropriate and effective communication.										
Interpersonal skills including work relations with other staff members.										
Takes ownership of responsibilities with a positive attitude.										
Upholds the BMD Values and The BMD Way.										
Demonstrates initiative.										

Comments

Manager

Employee

Training and Development

	Employee Comments	Manager Comments
In performing your current role what are your areas of strength?		
In performing your current role what are the areas you think you could improve?		
Is there development or training that could assist you in your current role?		
Have you encountered any difficulties or are there any issues you would like to discuss further?		
What do you believe your next career step is?		
What do you need to do to progress?		
Are you interested in hearing about interstate or inter-business unit opportunities? If yes, where would you be willing to relocate to?		

Agreed 6 Month Development Plan

Manager: Choose areas for development as a result of the review. Identify who is responsible for executing the required actions and/or arranging the identified training through HR.

Development Areas	Actions to take	Who	Target Date
1.			
2.			
3.			
4.			

Comments

<u>Manager</u>
<u>Employee</u>

Sign Off

Employee: _____ Date: _____

Manager: _____ Date: _____

