

Performance Appraisal Report

Cenote

May 2008

This appraisal is not yet marked as complete.
The information in this report may subsequently change.

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Summary by question

Change Management



3.7 (Appraiser score)
3.0 (Self score)

Communication Skills



3.3 (Appraiser score)
3.5 (Self score)

People Management



3.5 (Appraiser score)
2.0 (Self score)

Planning and Organisation



2.8 (Appraiser score)
3.0 (Self score)

Problem Solving and Decision Making



4.0 (Appraiser score)
3.0 (Self score)

Summary by person

O'REILLY Theresa

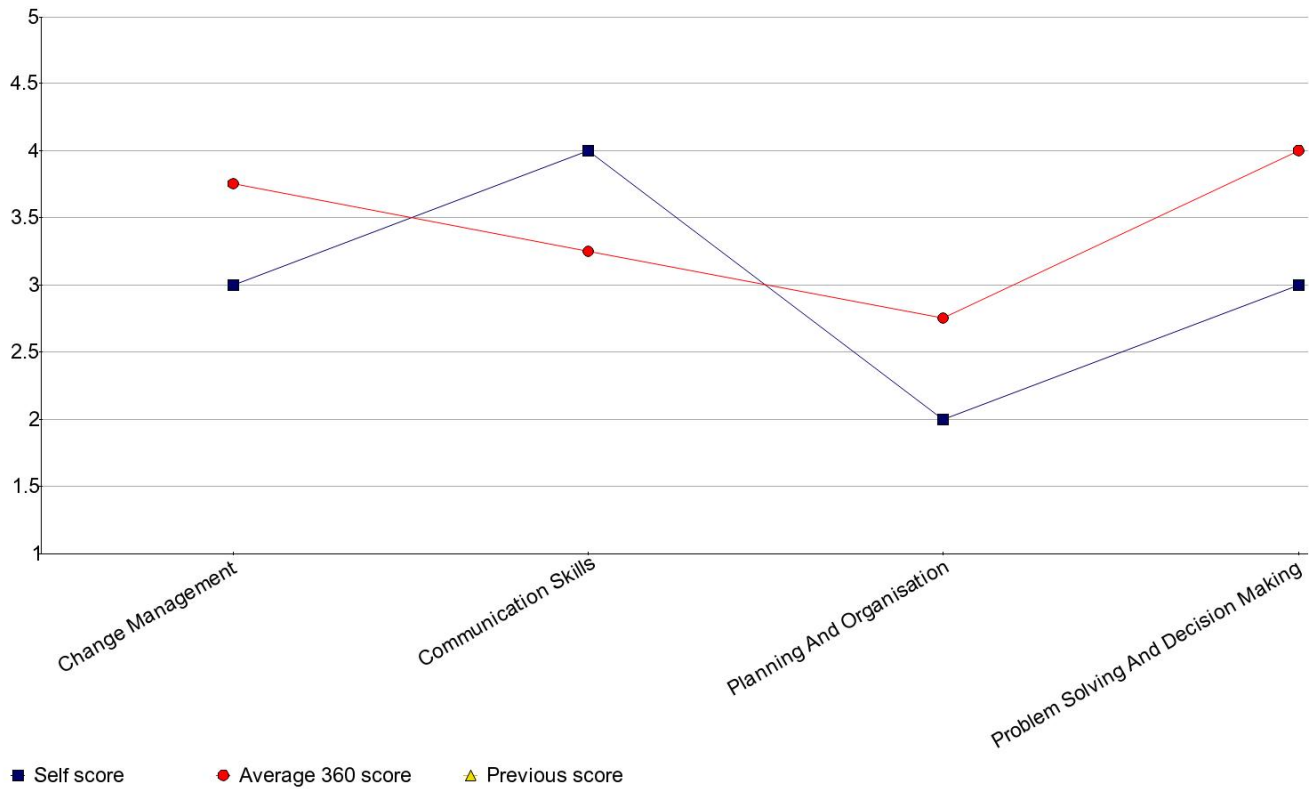
3.5

JENKINS William

3.4

Individual overview - JENKINS William

Average scores given by appraisers for May 2008



Question	Self score	Average 360 score
Change Management	3.0	3.8
Communication Skills	4.0	3.3
Planning and Organisation	2.0	2.8
Problem Solving and Decision Making	3.0	4.0

Individual summary - JENKINS William

Average scores given by appraisers for May 2008

Change Management



3.8 (Your score)

3.8 (Average score)

Communication Skills



3.3 (Your score)

3.3 (Average score)

Planning and Organisation



2.8 (Your score)

2.8 (Average score)

Problem Solving and Decision Making



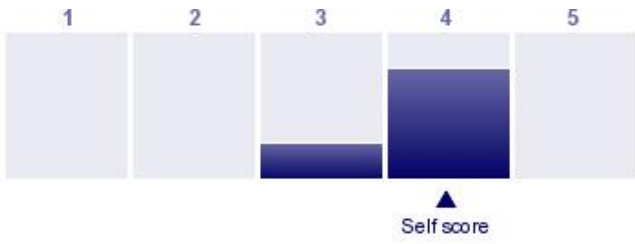
4.0 (Your score)

4.0 (Average score)

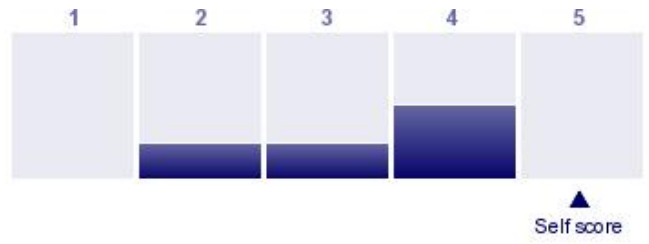
Individual detail - JENKINS William

Appraiser scores breakdown

Change Management



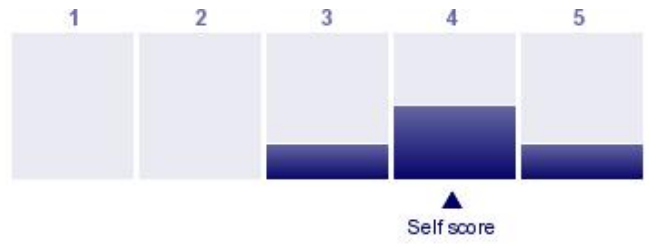
Communication Skills



Planning and Organisation



Problem Solving and Decision Making



Individual detail - JENKINS William

Change Management

3 (Self appraisal)

The change projects I have been involved in have been very varied and satisfying. I look forward to continuing to implement new company initiatives to take the department in the right direction.

4 WILSON-SMITH Andrew

William is very good at implementing continuous improvement plans and is able to adapt to changes in the working environment.

4 ADAMSON James

Having worked with William on a number of projects, he shows great enthusiasm for helping the company advancement against our competitors. William also appears to be able to manage and adapt to change.

4 GRIFFITHS Lucinda

William is a great boss to work for and very motivating.

3 O'REILLY Theresa

William is good to work for and communicates changes well. However, over the last few months we have experienced problems implementing some projects due to lack of leadership and direction.

Communication Skills

4 (Self appraisal)

I feel one of my key strengths is communication and I enjoy the challenges of dealing with my peers, team members and clients in relation to company projects and everyday work situations.

4 GRIFFITHS Lucinda

William encourages team members to co-operate in team meetings and is good at explaining what needs to be done.

4 O'REILLY Theresa

William is good at providing feedback in relation to projects and personal performance.

3 WILSON-SMITH Andrew

William shows confidence in all work situations and is good at communicating clearly and succinctly at all levels of the organisation.

2 ADAMSON James

William is sensitive to the needs of his team and project members. However, he needs to modify his communication style according to circumstances and audience in order to obtain team buy-in.

Planning and Organisation

2 (Self appraisal)

It has been brought to my attention that I need to improve my organisational skills and plan ahead. I have and will continue to make a concerted effort to organise and prioritise the departments workload better.

Individual report - JENKINS William (continued)

4 O'REILLY Theresa

William has good at planning and organising the team and projects.

3 GRIFFITHS Lucinda

William encourages everyone within our team to set their own timescales and organise their day as they see fit. However, this sometimes creates problems and we don't reach team targets.

2 WILSON-SMITH Andrew

William needs to plan ahead, organise his diary and prioritise his workload better.

2 ADAMSON James

William's planning and organising skills let him down when completing projects.

Problem Solving and Decision Making

3 (Self appraisal)

The department has experienced a huge amount of organisational and personnel changes over the last six months. Staff turnover has also had an effect on staff moral and disciplinary problems and conflict situations have arisen across the department. However, despite this I feel I have coped well with problems as they arise and have been able to defuse potentially difficult situations.

5 GRIFFITHS Lucinda

William is good at resolving team conflicts and appears to enjoy making decisions about the direction of the department.

4 WILSON-SMITH Andrew

William is good at problem solving, however, he needs to involve others more when making decisions about company matters.

4 O'REILLY Theresa

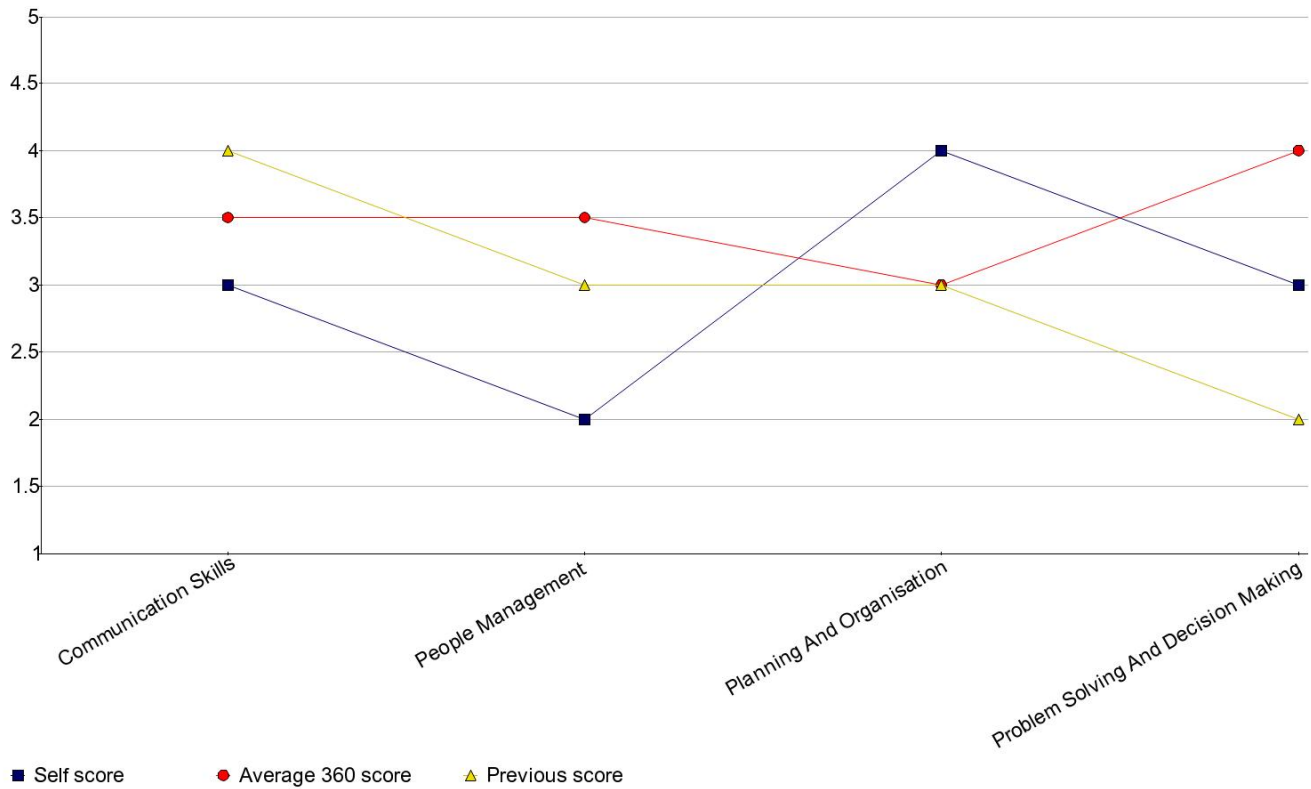
William is good at managing departmental problems and defusing conflict situations.

3 ADAMSON James

In project situations William is good at sharing his knowledge and experience, and is able to apply good problem solving skills.

Individual overview - O'REILLY Theresa

Average scores given by appraisers for May 2008



Question	Self score	Average 360 score
Communication Skills	3.0	3.5
People Management	2.0	3.5
Planning and Organisation	4.0	3.0
Problem Solving and Decision Making	3.0	4.0

Individual summary - O'REILLY Theresa

Average scores given by appraisers for May 2008

Communication Skills



3.5 (Your score)

3.3 (Average score)

People Management



3.5 (Your score)

3.5 (Average score)

Planning and Organisation



3.0 (Your score)

2.8 (Average score)

Problem Solving and Decision Making



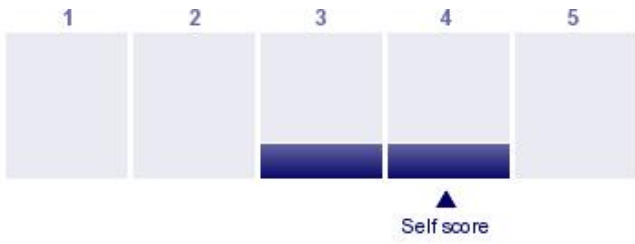
4.0 (Your score)

4.0 (Average score)

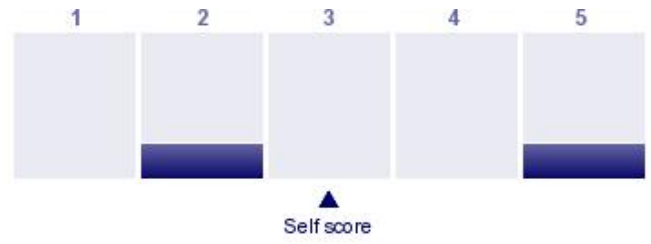
Individual detail - O'REILLY Theresa

Appraiser scores breakdown

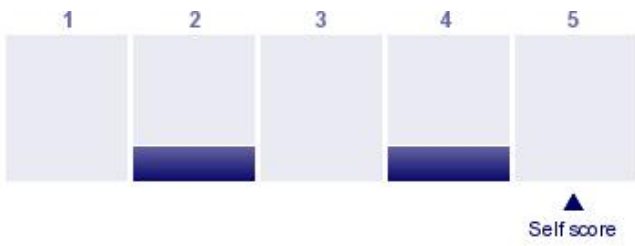
Communication Skills



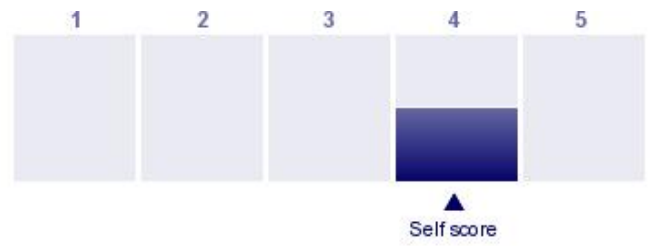
People Management



Planning and Organisation



Problem Solving and Decision Making



Individual detail - O'REILLY Theresa

Communication Skills

3 (Self appraisal)

I like to participate in discussion meetings and feel I can demonstrate good presentation skills in all work situations.

4 JENKINS William

Theresa shows confidence in all work situations and is good at communicating clearly and succinctly at all levels of the organisation.

3 KING Peter

Theresa is a good communicator and listener.

People Management

2 (Self appraisal)

Since being promoted 9 months ago, I have found managing my team very challenging at times, which has led me to realise that I need to improve my delegation and people management skills.

5 KING Peter

Theresa is a very fair boss and treats everyone equally. I have enjoyed working with her since she joined the marketing department.

2 JENKINS William

Although Theresa is good at developing her team, she can sometimes get distracted by team members' personal problems.

Planning and Organisation

4 (Self appraisal)

I enjoy planning and organising team meetings, however, they can sometimes overrun which causes problems for the department.

4 KING Peter

I enjoyed helping Theresa with the new marketing campaign, which appears to be a success with our customers.

2 JENKINS William

Theresa needs to plan ahead, organise her diary and prioritise her workload better.

Problem Solving and Decision Making

3 (Self appraisal)

I think that I bring a practical approach to solving team problems and like to make decisions after considering all the facts, in a logical way.

Individual report - O'REILLY Theresa (continued)

4 JENKINS William

Theresa has the ability to solving work problems and keeps colleagues aware of decisions reached.

4 KING Peter

Theresa has had to make some difficult and unpopular decisions within our team. However, she always remains calm in a crisis situation.