



**Westside Technologies**



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# Performance Appraisal

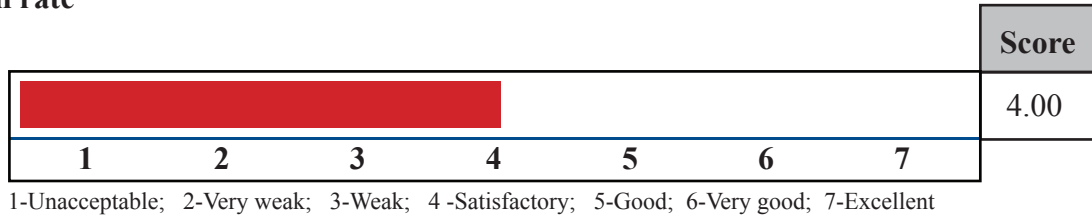
**Liz Wilkenson**  
**Westside Technologies**

February 26, 2009

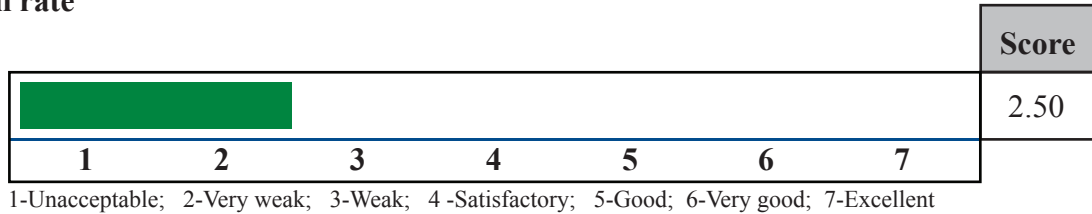
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**Overall rate comparison**

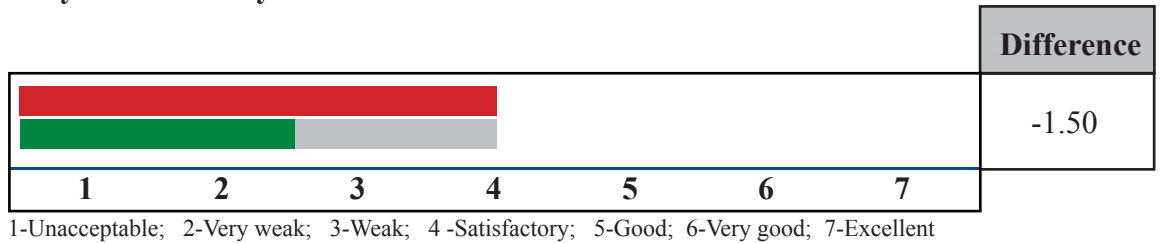
**This year overall rate**



**Last year overall rate**



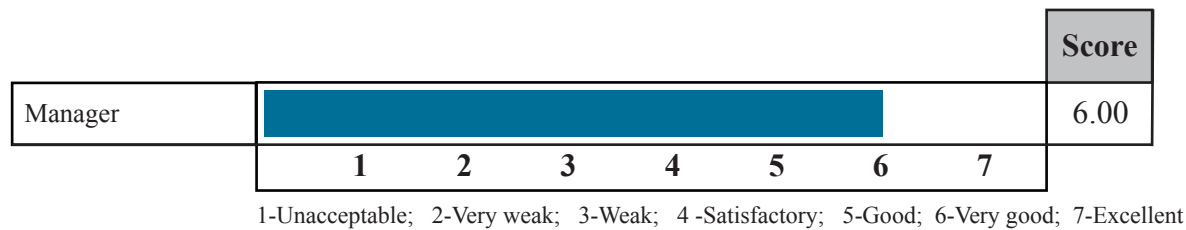
**Comparison of This year and Last year overall rates**



- This year overall rate
- Last year overall rate
- Difference between this and last year overall rates

**1. Project Involvement**

Is involved where necessary in a project life, bringing the skills that are needed here.



**Comments**

<b>Self - Liz Wilkenson</b>	
"I am keen to develop my skills with a view to moving into product management."	
<b>Manager - Maria Black</b>	<b>Rate - 6.00</b>
"Liz is gaining valuable experience in her current programming role and I see her in the future as a junior members of staff, but I am sure in time she willl."	

**2. Impact**

To be able to build up a rapport when needed, to be flexible in negotiations and staff and to show independence and resilience.

		<b>Score</b>
Manager		6.00
	1      2      3      4      5      6      7	

1-Unacceptable; 2-Very weak; 3-Weak; 4-Satisfactory; 5-Good; 6-Very good; 7-Excellent

**Comments**

**Self - Liz Wilkenson**

“I am an effective team member and a clear communicator and as such believe that I work with a range of members and I am able to get on with the job and with the staff. When I am required to work late I also try to accommodate the request.”


**Manager - Maria Black**

**Rate - 6.00**

“All the staff should be aware of the Health and Safety issues within the office and I am pleased to see that Liz is working towards this. She also takes into account when making her decisions the potential effect they may have on other departments.”

**3. Communication**

Good communication skills, questioning and active listening skills also. Creates accurate and punctual reports and presentations. Shares information with others. Is also approachable and accessible to all members of staff. Keeps others informed about organisational plans and developments.

		<b>Score</b>
Manager		6.00
	1      2      3      4      5      6      7	

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**Comments**

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**Manager - Maria Black**

**Rate - 6.00**

“Liz is gaining valuable experience in her current programming role and I see her in the future as a junior members of staff, but I am sure in time she will.”

#### 4. Motivation

The drive to do the job well, to motivate staff, high work standards, shows an interest in all aspects of the job, including staff and technical know-how. Can withstand stress and identify the management structure.

							Score
Manager							6.00
	1	2	3	4	5	6	7

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#### Comments

##### Self - Liz Wilkenson

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##### Manager - Maria Black

**Rate - 6.00**

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#### 5. Interpersonal

To have an ability to emphasise when needed and show sensitivity and tact and persuasion.

							Score
Manager							6.00
	1	2	3	4	5	6	7

1-Unacceptable; 2-Very weak; 3-Weak; 4-Satisfactory; 5-Good; 6-Very good; 7-Excellent

#### Comments

##### Self - Liz Wilkenson

“I have good interpersonal skills, I can communicate effectively with my colleagues and clients, and feel that I manage the relationships well.”


##### Manager - Maria Black

**Rate - 6.00**

“Liz does have good interpersonal skills when dealing with her peers, but she does lack confidence when she has delegate tasks to her juniors. If Liz to be a product manager she is going to have overcome this problem and delegate and supervise her subordinates.”

#### 6. Decision Making

Can show decisive decision making, and fact finding, and can show judgement when making decisions.

							Score
Manager							6.00
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**Manager - Maria Black**

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**7. Extra-organizational**

Shows an awareness of the Health and safety regulations within the company. Is sensitive to the impact of decisions on other departments.

		<b>Score</b>
Manager		6.00
	<b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b>	

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**Comments**

**Self - Liz Wilkenson**

“I am aware of the Health and Safety issues of working with computers and endeavour to try and work within these boundaries. I am also aware of the fact that decisions that are made in this department can also have a knock on effect to other parts of the company and that our department is no more important than others with the organization.”

**Manager - Maria Black**

**Rate - 6.00**

“All the staff should be aware of the Health and Safety issues within the office and I am pleased to see that Liz is working towards this. She also takes into account when making her decisions the potential effect they may have on other departments.”

**8. Knowledge/Skills**

Has a good knowledge of the skills required to do the job, recognises short falls and strives to fill the gaps. Also manages the inter department relationships and understands others roles with the organisation to help bring about co-operation.

		<b>Score</b>
Manager		6.00
	<b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b>	

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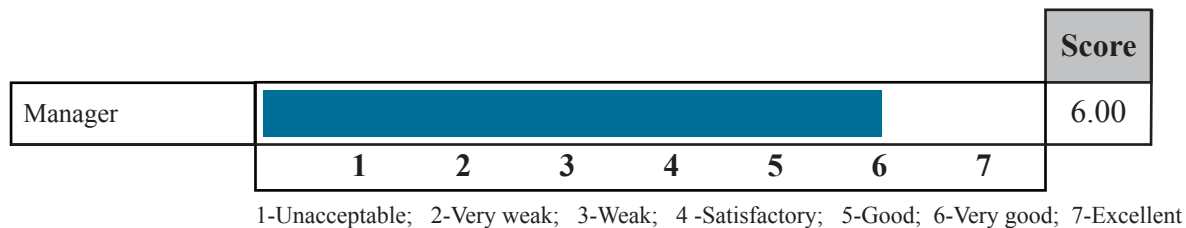
**Comments**

**Self - Liz Wilkenson**  
 “I would like to expand my skill set through further training.”

**Manager - Maria Black** **Rate - 6.00**  
 “Liz has a good foundation of knowledge which we need to build on. Her skill set is particularly strong in programming and we need to develop further management skills. I suggest that she attends a management course in the near future.”

**9. Career Development**

Strives to learn new skills, knowledge, experience and personal development. Accepts feedback and uses mistakes or misjudgements as learning opportunities. Expressed an interest in developing a career.



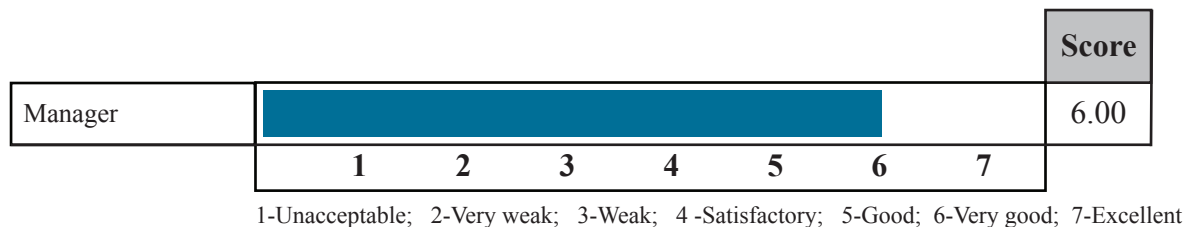
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 “All the staff should be aware of the Health and Safety issues within the office and I am pleased to see that Liz is working towards this. She also takes into account when making her decisions the potential effect they may have on other departments.”

**10. Leadership**

Sets a strong example of integrity, dedication and fairness when leading a team. Sets challenging and realistic goals for themselves and team members, accepts accountability and provides leadership and motivation.



**Comments**

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**Employee’s name:** Liz Wilkenson

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager’s name:** Maria Black

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_