

Performance Review Template (End of Year)



Boral Division & Location:

Employee Name:

Supervisor Name:

Date:

Goal/Objective <i>Focus for discussion – KPIs / OKRs / Measures / Milestones</i>	Review Progress <i>Current Status, % complete, Milestones date</i>	Action <i>Next step: What; by When, Problem solving Technique, Support required</i>	Rating 1 to 5
1. <u>Safety (zero harm....today)</u> <i>(Outline SMART objective)</i>	zero		
2. <u>People:</u> <i>(Outline SMART objective)</i>	one		
3. <u>Customer:</u> <i>(Outline SMART objective)</i>	one		
4. <u>Cost / Quality / Continuous Improvement:</u> <i>(Outline SMART objective)</i>	ten		

5. Project / Initiatives: (only if applicable) <i>(Outline SMART objective)</i>	t e n			
Behavioural Assessment (zero one ten Boral Leader)	Behavioural Actions for Employee (Working Together)			Rating 1 to 5
<ul style="list-style-type: none"> • Genuinely cares • Visibly shows a commitment to people before production • enables zero harm...today for self and others 	z e r o			
<ul style="list-style-type: none"> • Knowing customers • exceeding expectations • Has bias for action • Empowers, motivates and encourages others 	o n e			
<ul style="list-style-type: none"> • Inquisitive for improvement • identify waste • implement 10% improvement to workplace • Rewards and recognises effort 	t e n			
Overall Goals / Objectives & behavioural assessment (1-5)				

Rating Scale Guidelines

5 Outstanding	The individual consistently and significantly exceeded expectations across the year. Others rely upon the employee for guidance and help. Truly outstanding results and performance acknowledged by peers and customers. Exhibits all of the behaviours of The Boral Inspirational Leader
4 Exceeded Expectations	In addition to achieving expectations, the individual delivered a significant result well above expectation.
3 Achieved Expectations	The individual does their job well. S/he consistently met the agreed targets and requirements of the role, delivered most or all objectives and demonstrated the target behaviours. Mistakes were few and seldom repeated and governance/compliance obligations were fulfilled.
2 Improvement Required	The individual did not meet most or all of the agreed targets or requirements of the role, did not deliver on significant objectives, or did not consistently demonstrate target behaviours. Governance or compliance obligations were not fulfilled.
1 Not Acceptable	The individual does not meet the required standards and significant improvement or development is required. Performance or behaviour issues.

