Performance Review Template (End of Year)					
Boral Division & Location:					
Employee Name:	Supervisor Name:	Date:			
Goal/Objective Focus for discussion – KPIs / OKRs / Measures / Milestones	Review Progress Current Status, % complete, Milestones date	Action Next step: What; by When, Problem solving Technique, Support required	Rating 1 to 5		
1. <u>Safety (zero harmtoday)</u> (Outline SMART objective)	Z G L O				
2. <u>People:</u> (Outline SMART objective)	0 0				
3. <u>Customer:</u> (Outline SMART objective)	8 0 0				
4. <u>Cost / Quality / Continuous</u> <u>Improvement:</u> (Outline SMART objective)	t a				

. <u>Project / Initiatives: (only if applicable)</u> (Outline SMART objective)	ten	
Behavioural Assessment (zero one ten Boral Leader)	Behavioural Actions for Employee (Working Together)	Rating 1 to 5
 Genuinely cares Visibly shows a commitment to people before production enables zero harmtoday for self and others 	Zero	
 Knowing customers exceeding expectations Has bias for action Empowers, motivates and encourages others 	0 2 0	
 Inquisitive for improvement identify waste implement 10% improvement to workplace Rewards and recognises effort 	te	

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.

Boral Australia Individual Development Plan				
Employee Name:	Supervisor:	Period:		
Personal Development	Discussion Points for	employee to update		
1. <u>Strengths and Career Aspirations:</u>				
2. <u>Development Needs:</u>				
3. Development Actions and Timing:	70% -			
 70% - is Informal, on the Job, Experience Based and Practice. 20% - is done through Coaching, Mentoring and Development through others. 10% - is through formal interventions – Training Courses, Structured Workshops, and Qualifications. 	20% -			
	10% -			
Note: <u>LinkedIn Learning</u> is accessible in <u>My Learning</u> <u>Space</u> and has over 7,000 online courses available.				
Sign Off Manager	Sign off Employee			
4. <u>Manager Sign-off:</u>	5. <u>Employee sign-off</u>			
Manager's Signature Date	Employee's Signature	Date		