

1. About me



My personal performance review (Contributor version)

| Name | Date |
|---------------|------------|
| | |
| Business unit | Department |
| | |

| Our values | |
|------------|----------------------------------|
| ✓ | Be enthusiastic, open and honest |
| ✓ | Be proactive, committed and safe |
| ✓ | Be a team |
| ✓ | Be Kier |

For guidance on how to complete each section of the form please see your guide to competency based performance management.

2. My performance

| Key result area | Successes and difficulties |
|--------------------------|----------------------------|
| Health & safety | |
| Quality of delivery | |
| Customer | |
| People | |
| Corporate responsibility | |
| Finance | |

3. My competence

| Cluster | Score | Strengths/improvements and comments |
|------------------------|-------|-------------------------------------|
| Technical | | |
| Business thinking | | |
| Delivering results | | |
| Working with others | | |
| Working with customers | | |
| Inspiring | | |

Guidelines for scoring competencies

| | |
|---|---|
| 4 | Excellent competence: meets all competency requirements and exceeds some. |
| 3 | Consistent competence: meets or exceeds most competency requirements but improvement required in others. |
| 2 | Improvement required: meets some competency requirements but improvement required in most others. |
| 1 | Unsatisfactory: does not meet competency requirements. |

4. My objectives

| Competence objective | Actions and success measure |
|--|-----------------------------|
| 1 | |
| 2 | |
| 3 | |
| Note: if more space is needed then please use a separate sheet and attach to the PPR document. | |

Development required to support competence objectives
(please refer to your guide to competency based performance management on how to complete this section).

| |
|---|
| 1 |
| 2 |
| 3 |

4. My objectives (continued)

| Performance objective | Actions and success measure |
|--|-----------------------------|
| 1 | |
| 2 | |
| 3 | |
| Note: if more space is needed then please use a separate sheet and attach to the PPR document. | |

Development required to support performance objectives (please refer to your guide to competency based performance management on how to complete this section).

| |
|---|
| 1 |
| 2 |
| 3 |

5. Future plans and sign-off

Future plans

Employee comments

Manager's comments

Date of next follow-up

Employee name

Manager's name

Director's name

Employee signature

Manager's signature

Director's signature

Date

Date

Date