

Jackie Towell

From: Jackie Towell
Sent: 05 March 2019 13:26
To: Steve Evans; Nic Morgan; Ashley Davies; Owain James; Shane Fairburn; Rebecca Cook
Subject: 190218 Performance Review Template.xlsx
Attachments: 190218 Performance Review Template.xlsx

Hi all, following feedback from Investors in People and Chwarae Teg our performance review documentation has been updated and re- introduced.

Please use this document when carrying out your team;

1. Probationary Reviews
2. Mid Year Reviews
3. Annual Reviews

The form should be completed electronically and sent to me for review and printing, you and the employee will be asked to sign it and it will be loaded into the employees BreatheHR account, myself and Sian can print this off any time for you, such as when you are planning your next review.

Please note the multiple tabs.

Let me know if you have any questions

Thanks
Jackie