



Employment Review

In any employment situation it is important to regularly review your performance along with the employment conditions. This process gives all parties the opportunity to discuss, review and make any adjustments or improvements which will hopefully foster a stronger and enjoyable work environment.

1. Please take the time to consider, in review of your performance:
 - a. Areas you feel happy with
 - b. Areas you could improve on
 - c. Skills/areas you need/would like to develop?
 - d. What can we, as Employers do to improve/enhance your job and conditions, to make your job easier or better?
2. The Employer review – criteria as above
3. Employee - Overall job satisfaction
4. Goals to be set for both the Employee's and the business performance over the following 12 months. These are to be written down and agreed to by both parties.
5. Job Description - Review the original job description. Does this need to be updated?
6. Reporting procedures (management and operational). Review and discuss - are these adequate?
7. Communication - Review overall communication between Employer and Employee

8. Work conditions & Remuneration – Review

9. Leave - Review records of annual leave, sick leave and special leave taken.

Any other general comments?