

CDNI Care Pty Ltd
Performance Appraisal

STRICTLY CONFIDENTIAL

Name:		Date:
Supervisor:	Appraisal carried out by:	

1. Review of competencies

Competency	Greatly exceeds this standard	Exceeds this standard	Meets this standard	Further development needed to meet this standard	Training or development identified	Comments
Attitude and teamwork: Has effective and supportive relationships with colleagues. Works well with colleagues and clients						
Communication: Speaks confidently and fluently on the telephone and in person; listens attentively and expresses self clearly including to persons with disability. Writes in a clear and concise manner and uses plain english; keeps records in the relevant Client's information file.						
Knowledge: Understands impact of own role/work on the success of CDNI Care Pty Ltd. Continually updates job knowledge. Has undertaken training in relation to the subject of the NDIS practice standards including as set out in the Human						

Approved By:	Armour Ncube	Version	1
Approval Date:	July 2020	Next Scheduled Review	July 2022

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Resources Management Policy.						
Information Technology: Demonstrates the ability to operate the organisation's computer systems successfully and uses relevant software applications effectively.						
Flexibility: Willing to undertake new and different tasks to support client's personal needs. Adapts successfully to changing demands and conditions.						
Initiative: Makes suggestions for improvement, takes responsibility, is proactive and originates action.						
Analytical skills: Analyses issues and breaks down problems.						
Decision making: Identifies the relevant information. Confident in making decisions and taking responsibility. Appreciates where decisions should be referred to others.						
Quality approach to work and accuracy: Produces quality work, which is accurate and is of a good standard. Makes commitment to try to get work right first time						
Motivation: Works hard towards goals. Shows enthusiasm and commitment						

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<p>Resilience: Maintains effective work behaviour in the face of pressure. Remains calm, stable and in control.</p>						
<p>Timekeeping and reliability: Always punctual. Can be relied upon. Minimal absence rate.</p>						
<p>Interpersonal sensitivity: Awareness of other people and own impact on them. Actions indicate a consideration for the feelings and needs of others.</p>						
<p>Delegation: Effective use of subordinates and other resources available (if relevant). Knowledge of when, how and whom to delegate. Effective allocation of responsibilities.</p>						
<p>Leadership: Ability to develop teamwork and maximise resources within a group to give most effective achievement of group objectives.</p>						
<p>Other Competencies:</p>						

2. Appraisee Comments:

Signature

Appraisee

Date:

3. Appraiser Comments:

Signature

Date:

Appraiser

Please pass completed form to the appropriate person marked Private and Confidential and take a copy for appraisee and appraiser.
Please note to review objectives at the review dates agreed with appraisee.