

Employee Annual Review

Following each review meeting the reviewing Manager is required to forward a copy of this form **signed by both parties to the Human Resources Department** for retention on the employee's personnel file. If any further information is required please contact the Business Territory Manager or Human Resources Department.

Employee Name		Position		Pharmacy	
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The reviewing Manager and employee should both retain a copy of the form as a record of the meeting.

Performance Indicators

1.	
2.	
3.	

Areas for Development

Comments / Support required

1.	
2.	
3.	

Employee Annual Review

Any other comments Manager

Any other comments Employee:

Signed: _____
Employee

Date: _____

Signed: _____
Reviewing Manager

Date: _____

To be completed by Reviewing Manager

Is this a One to One Yes No

Is this a Probation Review Yes No

If probation review does Employee pass probation Yes No

Period of probation extension _____ months

Employee Annual Review

OVERALL ASSESSMENT – *see rating scale below. Please circle the most appropriate response

Attendance & Punctuality	N/A	TNTR	NP	DP	SSP	EP
Flexibility & Reliability	N/A	TNTR	NP	DP	SSP	EP
Appearance	N/A	TNTR	NP	DP	SSP	EP
Pursues a standard of excellence in their role	N/A	TNTR	NP	DP	SSP	EP
Has a positive can do attitude	N/A	TNTR	NP	DP	SSP	EP
Takes on challenging tasks	N/A	TNTR	NP	DP	SSP	EP
Is results orientated	N/A	TNTR	NP	DP	SSP	EP
Cooperates and supports colleagues	N/A	TNTR	NP	DP	SSP	EP
Actively listens	N/A	TNTR	NP	DP	SSP	EP
Works well under pressure	N/A	TNTR	NP	DP	SSP	EP
Deals with conflict constructively	N/A	TNTR	NP	DP	SSP	EP
Customer Care & Skill Set	N/A	TNTR	NP	DP	SSP	EP
**OTC Training Modules 1-8 complete for 3month probation 9-15 complete for 6 month probation	N/A	TNTR	NP	DP	SSP	EP

Overall Rating * a minimum of 7 circles across the ratings of DP. SSP or EP is required to give the pass probatio

****Probation can only be passed if OTC training Modules are complete****

Rating Scale

N/A	not applicable at this time
Too new to rate (TNTR)	less than 3 months in the role or doing the task
Not meeting performance expectations (NP)	performance falls below agreed expectations
Delivering performance (DP)	sometimes meets agreed results, does not always meet expectations and accountabilities
Successful Strong performance (SSP)	consistently delivers on results and meets expectations and adds value to the team
Exceptional performance (EP)	consistently delivers results and exceeds expectations and accountabilities