

**Formet Industries Maint Tech Performance Feedback - Instruction Sheet**

*Team Member:* Rui [Jack] Wang (000004561)

*Review Date:* 6/30/2020

*Position:* MAINT TECH ELEC

*Department:* 1065 Man Serv Fabrication

*Area Leader:* 0390 - MITCHELL, GEORGE

**Review Type:**    ☒ Probationary    ☐ Annual    (Please check)

**Performance Feedback - Feedback Tracking**

**Issued:** \_\_\_\_\_

**Rec'd HR:** \_\_\_\_\_

**E**

Exceeds Expectations - Team member went above and beyond their required duties in the last 12 months.

**M**

Meets Expectations - Team member has performed the jobs required of them in the past 12 months.

**B**

Below Expectations - Team member has not met the requirements of their job.

**Instructions for Completion**

- \* Make arrangements with Team Member a minimum of 3 working days in advance according to schedule.
- \* Provide Team Member a blank copy of the form to complete.
- \* Refer to the Team Members Record of Employment (ROE) for notable events and include them in their feedback
- \* Refer to the Team Members Training Record and Competency Card
- \* Evaluate each competency based on day to day and overall performance, do not rely solely on recent and/or exceptional events.
- \* Prioritize areas of development, 2 or 3 maximum. (to be used to create action plan)
- \* If required meet with HR and Department Leader to assist with action plan.
- \* Forward Completed Form to appropriate Leader and Dept. Leader/ Assist Dept. Leader for signature.
- \* Offer Team Member to have a Fairness Committee Rep present during Feedback session.
- \* Pull line specific data.
- \* Review job description with Team Member.

**Complete**


**During Review:** (please check box once task completed)

- \* Conduct review with Team Member reviewing ROE, Competency Card & Training Record.
- \* Complete Action Plan with Team Member. (if applicable)
- \* Complete feedback questionnaire with Team Member. Initial where indicated.
- \* Discuss line specific data with Team Member.
- \* Give copy to Team Member.

**Complete**


**Following Review:** (please check box once task completed)

- \* Follow up on any opportunities for improvement with Team Member and note these in their ROE.

**Complete**

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**Routing of Completed Forms:**

- > Area Leader provide copy to the HR Coordinator
- > Training / Performance Development Planner: HR Coordinator provides to the Training Coordinator