

**People Skills**

**Speaking  
Skills**

**Organisation**

**Problem  
Solving**

**Computer  
Skills**

**Teamwork**

**Leadership**

**Flexibility**

**Good  
Judgement**

**Efficient**

**Budget  
Management**

**Creativity**

**Gets along  
with others**

**Smooth  
talker**

**Dead on  
time**

**Results  
oriented**

**Computer  
Wizard**

**Team-Player**

**Takes  
charge of  
the situation**

**Willing to  
bend the  
rules**

**Knows what  
to say when**

**Works  
quickly**

**Good with  
money**

**Thinks  
outside the  
box**

1. I can \_\_\_\_\_ with everyone at the office.

2. It's important to \_\_\_\_\_ when giving a presentation.

3. People who can \_\_\_\_\_ will be able to solve new problems.

4. You can't \_\_\_\_\_ your colleagues all the time.

5. You have to \_\_\_\_\_ and organised, otherwise you'll be late.

6. We love workers who can \_\_\_\_\_ and don't wait for orders.

1. I can \_\_\_\_\_ with everyone at the office.

2. It's important to \_\_\_\_\_ when giving a presentation.

3. People who can \_\_\_\_\_ will be able to solve new problems.

4. You can't \_\_\_\_\_ your colleagues all the time.

5. You have to \_\_\_\_\_ and organised, otherwise you'll be late.

6. We love workers who can \_\_\_\_\_ and don't wait for orders.

# What is your **dream** job?

eg. Teacher



# What is your **dream** job?

eg. Teacher



# Performance Review Summary

**Name:** Ben Dover

**Date:** 01 December 2022

**Strong Points:**

- He is dead on time every day
- He works quickly and quietly
- Always results oriented

**Areas to Improve:**

- Needs to be more of a team player
- Needs to be more willing to bend the rules

**Signed:** Hugh Jorgen

# Performance Review Summary

**Name:** Jenny Tahlia

**Date:** 15 April 2023

**Strong Points:**

- She is an excellent team player
- She takes charge in times of need
- Gets along well with others in the office

**Areas to Improve:**

- She often goes over-budget
- Unfamiliar with Windows OS

**Signed:** Hugh Jorgen

# Performance Review Summary

**Name:** Rosie Palm

**Date:** 05 August 2021

**Strong Points:**

- She is our resident computer wizard
- She likes to think outside the box
- She's great with money

**Areas to Improve:**

- She's often five to ten minutes late to work
- She completes tasks slowly

**Signed:** Hugh Jorgen

# Performance Review Summary

**Name:** Mike Hunt

**Date:** 11 April 2024

**Strong Points:**

- His presentations are always smooth
- He always knows just what to say
- Quite willing to bend the rules when needed

**Areas to Improve:**

- Not always able to think outside the box
- Doesn't like to take charge of projects

**Signed:** Hugh Jorgen

1	have a good relationship	get along
2	be sure of oneself	rely on
3	find ideas from unusual sources	take the initiative
4	trust; need the help of	be confident
5	start things without waiting to be told what to do	think outside the box
6	able to do things quickly	be efficient

1	have a good relationship	get along
2	be sure of oneself	rely on
3	find ideas from unusual sources	take the initiative
4	trust; need the help of	be confident
5	start things without waiting to be told what to do	think outside the box
6	able to do things quickly	be efficient

1. I can \_\_\_\_\_ with everyone at the office.
2. It's important to \_\_\_\_\_ when giving a presentation.
3. People who can \_\_\_\_\_ will be able to solve new problems.
4. You can't \_\_\_\_\_ your colleagues all the time.
5. You have to \_\_\_\_\_ and organised, otherwise you'll be late.
6. We love workers who can \_\_\_\_\_ and don't wait for orders.

## What is your **dream** job?

eg. Teacher

