

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.

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What is your **dream** job?

eg. Teacher



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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 |

- | | | |
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