

PERFORMANCE ENHANCEMENT QUESTIONNAIRE

NAME OF EMPLOYEE: _____

Laundryhand

Key responsibilities of the position

Ensures that all laundering tasks are performed properly and that all washed, dried and pressed clothing items are folded and returned to respective storage areas.

The laundryhand ensures that the laundry is kept clean and tidy.

COMPETENCIES	Always	Often	Sometimes	Never	N/A
Laundry tasks are performed and completed properly					
Laundry area is kept clean and tidy					
Clean and dried washing is pressed, folded and returned to correct storage areas					
Washing detergents and supplies adequately stocked					
Advise college manager should equipment/tools or college fittings require maintenance					
Observes safe occupational health and safety practices and guidelines					
Is competent in performing duties					
Has sufficient time to perform all tasks					
Is supplied with adequate equipment/tools to perform tasks					
Understands instructions					
Has a clear understanding of the job					
Begins tasks with a clear understanding of what is required					
Organizes equipment/tools before commencing task					
Is disciplined and confident in carrying out plans (does not procrastinate)					
Respects others time (does not waste time with trivial interruptions)					
Prioritises work so timetable is met					
Responds to requests in a timely manner					
Is organized in handling multiple tasks					
Seeks feedback on ways to improve performance					

COMPETENCIES	Always	Often	Sometimes	Never	N/A
Is co-operative with other staff					
Willingly offers assistance to other staff members					
Shows courtesy towards other staff					
Has a positive attitude towards students and staff					
Listens to advice					
Is easy to approach with a concern					
Responds positively to instructions and advice					
Displays enthusiasm when undertaking duties					
Takes initiative to get things done					
Maintains self control, even in difficult or emotional situations					
Accepts responsibility for actions rather than making excuses					
Receives negative feedback without becoming defensive					
Appears to enjoy work					
Feels valued as part of the overall college's staffing team					
Upholds the W A Public Sector Code of Ethics and the CHSHA Code of Conduct					

1. Is there any competency/attitude that needs to improve?

2. Has anything affected work performance? If so, please comment.

3. Are there any activities/events that need to be included in the work plan for the next 6 months?

4. Is there any support that is required to meet the work plan?

5. What duties could be performed differently that might enable improvement to the efficiency of the work area?

6. List the three most positive qualities that the staff member has with regard to overall effectiveness.

a) _____

b) _____

c) _____

SIGNATURE OF
EMPLOYEE

DATE

SIGNATURE OF
COLLEGE MANAGER

DATE