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BID/Mainstreet Coordinator/Manager **SAMPLE PERFORMANCE REVIEW**

Employee Details

Position	
Date commenced position	
Manager's name	
Mainstreet/ Business Association Name	

Performance Review

	Date
November	
June	

HE = Highly Effective
EF = Effective
NI = Needs Improvements

Reviewer

Reviewer's comment	
Final rating (select one)	[OS / HE / EF / NI] ¹
Declaration	I acknowledge that I have reviewed this document with the employee
Reviewer's signature, and date	

Employee

Employee's comment	
Declaration	My signature indicates that I have reviewed the above

¹ OS = Outstanding



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	comments. It does not indicate my agreement or disagreement with what has been stated.	Employee's signature, and date	
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Performance Plan

Setting and assessing objectives

Your objectives / performance standards (What will you achieve)	Performance measures (how will you know it is achieved)	Comments on performance (manager and employer)	Self rating (E, A, M, N) ²	Final rating (E, A, M, N) ³
<p>e.g. <i>Building networks and alliances</i></p> <p>e.g. <i>Communication</i></p>	<p>e.g.</p> <ul style="list-style-type: none"> • <i>Outline of key activities undertaken to build networks between the BID/ Mainstreet programme and key stakeholders.</i> • <i>Publication of newsletters</i> 			
<p>e.g. <i>Management & Administration</i></p>	<p>e.g.</p> <ul style="list-style-type: none"> • <i>Effective day- to- day administration of the office.</i> 			
<p>e.g. <i>Financial & Budgeting</i></p>	<p>e.g.</p> <ul style="list-style-type: none"> • <i>Good record keeping of accounts including payments, invoicing, collection, financial reports and end of financial year report.</i> • <i>Activities completed within budgets.</i> 			

² E = Exceeded
A = Achieved
M = Making Progress
N = Not achieved

³ As for footnote above



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<p><i>e.g. Events, Marketing and Promotion</i></p>	<p>e.g.</p> <ul style="list-style-type: none"> • <i>Public awareness of the town centre activities.</i> • <i>Results from marketing campaigns for local businesses.</i> 			
<p><i>e.g. Business Development</i></p>	<ul style="list-style-type: none"> • <i>Evaluation of new initiatives</i> • <i>Number and quality of initiatives undertaken e.g. website business directory or prospectus developed.</i> 			



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Performance Plan

Outlining and assessing competencies

Competency description	Comments on performance (manager and employee)	Self rating (C, U, O, N) ⁴	Rating (C, U, O, N) ⁵
1. Highly developed presentation skills			
2. Problem solving ability and analytical skills			
3. Ability to work autonomously			
4. Events, Marketing and Promotion			
5. Ability to interpret and apply Council regulatory requirements.			

⁴ C = Consistently
 U = Usually
 O = Occasionally
 N = Not demonstrated

⁵ as for footnote above



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Competency description	Comments on performance (manager and employee)	Self rating (C, U, O, N) ⁴	Rating (C, U, O, N) ⁵
6. Excellent communications skills both written and oral			
7. Demonstrated knowledge of the principles of Mainstreet.			
8. Negotiation skills			
9. Decisive and self starting attitude with energy and motivation			



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Development Plan

Forming and reviewing development plan

Learning objective (what needs to be undertaken including time frame for completion)	Preferred learning option (coaching, conference, course, mentor, reading material, research)	Priority (h, m, l) ⁶	Progress made against the objective
<i>e.g. Improve business development knowledge and skills</i>	<i>e.g. conferences, courses as available</i>	M	<i>Attended one conference on Innovative Design of Town Centres, updated skills.</i>

⁶ h = high
 m = medium
 l = low