Sample Script Format To Introduce Self-Evaluation Form (must be 1 page):

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| **Mary: Administrative Officer - Duties** | **Purpose of Script** |
| Looks after Front Office  Delivery of effective administrative/secretarial duties  Customer Service Officer (unofficially)  \*Looks after customers  \*Communicates accurately & promptly to other team members  \*Refers to me re any unresolved issues  \*Critical member of team | \*Introduce Self-Evaluation  \*To make sure Mary remains a key part of the team.  \*Keep her motivated. Build trust. To show you care.  \*Help her handle current demands more efficiently  \*How to improve her skills for present and future needs  \*Meet the objectives of the business  \*This feedback is important for upcoming meeting on her PD plan |

**Script:**

Supervisor:

Mary:

Supervisor:

Mary:

Etc

etc