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 OfficeDelivery of effective administrative/secretarial dutiesCustomer 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