



FORMET INDUSTRIES PERFORMANCE FEEDBACK



Formet Industries Maint Tech Performance Feedback - Feedback/Action Plan Sheet

Team Member: Rui (Jack) Wang (000004561)

Review Date: 6/30/2020

Leader Name: 0390 - MITCHELL, GEORGE

Department: 1065 Man Serv Fabrication

Instructions:

- * Team Member and Leader complete the feedback questionnaire together and initial upon completion
- * Team Member and Leader complete action plan together. If required, set up follow up meeting. Dept/Assist Dept Leader initials if no action plan required.
- * Provide Team Member with a copy of their feedback. Leader keeps the original.
- * Sign and date the form, where indicated

FEEDBACK QUESTIONNAIRE

Were you notified of your review at least 3 days prior to meeting?
Were you offered a Fairness Committee Ref to be present during meeting?
Did you discuss observations during your meeting?
Did you review your competency card?
Did you review your training record?
Did you receive constructive feedback?
Did you discuss or review any line specific data?
Did you receive feedback related to development opportunities?
Would you like to meet with your Department Leader?
Did you review your job description?

YES	NO

COMMENTS

Team Member Initials: _____

Team Member Initials: _____

Team Member Action Plan: (to be completed with Leader)



No Action Required

Dept./Assist. Dept. Leader Initials _____

Team Member Signature: _____

Date: _____

Dept./Assist. Dept.
Leader Signature _____

Date: _____

Return Completed Original Forms to Human Resources