

ABC Ltd

Job Appraisal

Post: Managing Director

Appraisal Date: _____

V. GOOD	GOOD	OK	POOR	V. POOR
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Main Responsibilities

1. Leading the Senior Management Team in deciding and delivering the Strategic Vision and Direction for the business, including overall responsibility for the planning process.
2. To achieve or exceed budgeted profitability for the group, being aware of, and proactively contributing to, the cash flow requirements of the business as a whole, through stock, debtors and WIP management to set Standards.
3. Leading, motivating and empowering senior managers by example around the Group.
4. Assuming overall responsibility for Health & Safety Policy, Procedures, environmental issues, audit and compliance.
5. Taking overall responsibility for investment decisions and asset management.
6. Taking overall responsibility for marketing and IT decisions within the group.
7. To motivate, lead and delegate to the Groundcare sales team, agreeing targets, and managing whole goods stock to company standards.

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Duties

- 1.1 Setting standards for performance reporting, including preparation and delivery of our annual operating and marketing plans.
- 1.2 To review the operating Plan with your managers on a regular basis, ensuring effective delivery.
- 1.3 Delivering our standards for our “Rules of the Game” and team members’ attitude.
- 2.1 Setting levels of Accountability, Responsibility and Ownership.

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- 7.1 To ensure managers and your sales team understand the levels of customer service the company expects of them (see Standards) and act in a manner which helps us meet / exceed these levels. This includes ensuring staff act in a courteous manner to all customers and always keep their promises to customers.
- 7.2 To ensure customer orders from the Groundcare sales team for whole goods are placed timeously.
- 7.3 To ensure all Groundcare whole goods received are properly booked on to the computer, received correctly and that the invoiced price is correct. Also ensure any discrepancies on Groundcare whole goods supplied or invoices received are properly recorded and claimed for from the supplier within the time limits allowed.
- 7.4 To set standards for behaviour at meetings, running focused team meetings with your Groundcare sales team on a quarterly basis. thus ensuring high quality communication within the sales team and the Groundcare division as a whole.
- 7.5 To review the Groundcare sales team members' performance on a semi-annual basis (or more frequently as merited by individual performance), and identify staff training needs with the aim of improving performance.

Key Performance Indicators

- 1. Achievement of agreed group direct profitability against annual targets/budgets.
- 2. Cash flow management - control of stock, manufacturer bonuses, customer balances, work-in-progress and warranty levels within agreed annual standards.
- 3. Ensuring Groundcare division runs at or better than budget.
- 4. Operating Plan delivery within agreed time-frames
- 5. Health & Safety Risk Assessments and Action Logs kept up to date for group.

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COLUMN SCORES

COLUMN WEIGHTING

COLUMN VALUE

FINAL SCORE

TARGET SCORE FOR NEXT APPRAISAL

NEXT APPRAISAL DATE & TIME

+ 2	+ 1	0	- 1	- 2

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ACTION PLAN – HOW YOU SEE YOUR TARGET SCORE WILL BE ACHIEVED

	ACTION	Resp.	Support Needed	Due Date
1				
2				
3				
4				
5				
6				
7				
8				

Appraisee Signature: _____

Date: _____

Appraiser Signature: _____

Date: _____