

Party Co-Ordinator Appraisal



NAME:

Competencies	Manager Points	Action Points
<p>Parties</p> <ul style="list-style-type: none">• Planning & Preparation• Timekeeping• Execution• Party room housekeeping• Customer feedback		
<p>Customer</p> <ul style="list-style-type: none">• Customer Focus		

Individual Standard <ul style="list-style-type: none">• Use of time• Time Keeping• Appearance• Attendance• Sickness Record		

Future Objective and Training Needs:

[Empty rectangular box for signature or stamp]

Signature of Employee:

Date:

Signature of Manager: