

Hi-Line Contractors SW Ltd **NEWSLETTER**

July 2011 Website Edition

Performance Appraisals

I am pleased to advise you that we will be carrying out Performance Appraisals during August and September. Please find enclosed in this envelope your Performance Appraisal Form. Please take some time to complete Sections 1 & 2 as honestly and fully as possible and then hand it to your Appraiser (name at top of form) by 25th July 2011. This information will be treated confidentially.

You should complete Section 1 with specific reference to the detail within your Job Description. If you have misplaced your Job Description, please ask your Appraiser for a copy.

Once you have had handed the form in, an interview will then be arranged with your Appraiser. If you have any general queries about the Performance Appraisal Process, please contact Kirsty.

If you have not received an appraisal form within this envelope one will be given to you shortly.

It is important that you complete and hand the forms in on time. Thank you.

Holiday dates

As we are fast approaching the main holiday season can we please ask that you check with your manager the holiday dates you wish to take **BEFORE** you book and pay for your holiday.

Training

We understand that some of you are concerned that you have not been included in recent training courses. We are currently focusing on getting everyone up to the standards required for the WPD contract and will then be moving on to other training requirements such as trailer towing, MEWP etc. Please be patient. Everyone who requires training will be booked on the necessary courses over the coming months but we have to ensure that as well as getting everyone qualified that we are also meeting WPD and Private cutting targets.

SSSI Sites

Please read the attached details provided by Julie regarding working on SSSI sites.

And finally ...

We look forward to seeing you all at the **Hi-Line Health & Safety Day on Friday 12th August 2011 in Tedburn St Mary.**