

Staff Performance Review

Policy

Sydney Metro College is committed to the development of each individual and to the overall organisation performance by conducting an annual performance review for all staff. In extending the knowledge and skills of its staff, Sydney Metro College will continually endeavour to improve the provision of learning opportunities.

Aims and Objectives

The aims and objectives of the staff performance review are to:

- Discuss and identify staff strengths and weaknesses
- Determine what skills and/or knowledge the employee needs in order to perform the job more effectively
- Determine the next suitable assignment or activity for personal and professional development
- Maintain and increase job satisfaction
- Provide support for career advancement
- Maintain and improve organisational effectiveness and efficiency

1.0 Individual Performance & Development Plan

At the initial phase of the review process, the manager and employee will complete the *Individual Performance and Development Plan*. The plan includes:

- Position Description Review
- Goal/Objective Setting

- 1.1 The initial phase of the review process should be conducted at least three weeks prior to the new employees' probationary period end, and then on an annual basis
- 1.2 The completed Individual Performance and Development Plan will be the basis of discussions for the second and subsequent reviews
- 1.3 Based on the Individual Performance and Development Plan, the manager will provide regular feedback on the employee's progress. This will be achieved in a variety of ways e.g. meetings, reports, observations e.t.c.

2.0 The Performance Review

The performance review has a number of uses:

HRP6 Staff Performance Review
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Responsibility: Campus Manager
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- To continually monitor and review staff performance in conjunction with strategic direction of the organisation
- To be used as an ad-hoc 'project management' tool where specific steps may be measured and awarded as required

Following the discussion period, the manager and employee will need to complete the following:

2.1 The Performance Review Form - Leading up to the review period, the manager will prepare for the discussion by completing this form and ensuring that the employee has been provided with a blank form for his/her comments. The employer must hand over the *performance review form* to the employee at least five working days prior to the discussion. This is done so that both the manager and employee consider the performance before specifying any formalised criteria.

2.2 Individual Learning and Development Plan – During the discussion, the *performance review form* will then be used to assist in identifying the areas that should be incorporated in an *Individual Learning & Development Plan*.

2.3 Compilation of departments' *Individual Learning & Development Plan* will provide a basis for the next year's Training Needs Analysis and organisational learning requirements

2.4 All sections of the performance review will remain intact and confidential and will be stored with the Principal

3.0 Upward Feedback

The upward feedback is a confidential process to be used for developmental purposes for your supervisor/manager.

3.1 The employee must present the Upward Feedback Form at the end of the review meeting, once their performance has been discussed with their manager

3.2 The Upward Feedback Form should be signed by both parties to acknowledge that the employee has communicated the content to their supervisor/manager

4.0 Annual Performance Review

4.1 Following the implementation of this policy at least three weeks prior to the new employees' probationary period end, the policy is then implemented on an annual basis

Related Documents

- Staff Performance Review Procedure (which includes The Performance Review Form, Individual Performance and Development Plan and Upward Feedback Form)