

|  |
| --- |
| **Professional Staff Performance Review**  **Annual performance and development review template** |

|  |
| --- |
| The Professional Performance and Development Review framework is designed to ensure an engaging focus on staff development and performance. The objectives of the review are to:   * Ensure alignment of agreed individual goals and priorities with the University and College/Portfolio goals and priorities * Ensure performance embraces University Values * Ensure staff capabilities are developed in line with agreed priorities * Ensure opportunities to further develop skills are identified and actioned * Provide a mechanism of monitoring performance and behaviours of staff with a view of continual improvement. |

**Guide to using this template**

Staff are to pre-populate Sections A, B and partially C, prior to their meeting, and where possible, return to their reviewer ahead of the meeting. Validation and additional detail is to be added during the review meeting.

|  |
| --- |
| 1. **Overview** |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME**: | | **POSITION**: | |
| **SUPERVISOR/MANAGER/TEAM LEADER:** | | **PORTFOLIO/COLLEGE:** | |
| **PLAN YEAR:** |  | Interim review(s)? | End review date: |
| **POSITION DESCRIPTION:** | | □ The PD has been validated as current | |

|  |
| --- |
| 1. **Goals for the Year Ahead** |

*This section captures your agreed functional and College aligned goals which are future focused. Two College/Portfolio aligned goals have been pre-populated below to ensure a focus on service delivery and continuous improvement. In describing your performance measures, ensure they are realistic, measurable and time relevant. Please fill out the first column below at the start of the review period.*

|  |  |  |
| --- | --- | --- |
| **KEY GOAL OUTCOMES and PERFORMANCE MEASURES** | **STAFF MEMBER REVIEW**  **(at end of review cycle)** | **SUPERVISOR REVIEW:**  **(at end of review cycle)** |
| 1. **Strategic Goal:**  **Customer Service:** |  | Indicate extent of achievement at end of review cycle |

|  |  |  |
| --- | --- | --- |
| 2. **Strategic Goal:**  **Continuous Improvement:** |  |  |

|  |  |  |
| --- | --- | --- |
| 3. **Goal:** |  |  |

|  |  |  |
| --- | --- | --- |
| 4. **Goal:** |  |  |

|  |  |  |
| --- | --- | --- |
| 5. **Goal:** |  |  |

|  |
| --- |
| 1. **The Year in Review** |

*The year in review section is to enable discussion and feedback on achievements and / or challenges affecting successful performance. It is also the opportunity to reflect on learnings and to provide two-way feedback.*

|  |
| --- |
| **UNIVERSITY VALUES:**   * *[Staff member] How have you demonstrated the University’s Values in your day to day role? Provide examples of specific behaviours that reflect the university values* * *[Manager/supervisor] Feedback on observed behaviours* |
|  |
| **ACHIEVEMENTS:**   * *[Staff member] Major achievements in reporting period* * *[Manager/supervisor] Feedback on how these fit with goals set for reporting period* |
|  |

|  |
| --- |
| **OPPORTUNITIES:**   * *[Staff member] Are there any opportunities which could further enhance your performance? Provide suggestions / solutions around barriers, work improvements* |
|  |

|  |
| --- |
| **GENERAL FEEDBACK:**   * *[Staff member] What could your supervisor/manager do to facilitate or support you to achieve your goals?* * *Is there any feedback you would like to give your supervisor/manager?* * *[Manager/supervisor] Stakeholder or customer feedback to be gathered (as appropriate) and discussed* |
|  |

|  |
| --- |
| 1. **Training and Development** |

*This section documents your training and development plans and review of progress towards these. For staff who have supervisory responsibilities, or have WHS components, mandatory training is captured.*

*Training and development needs captured in this section will feed into a College wide needs analysis. This will form part of College/Portfolio’s focus to build capability in the identified areas for the upcoming 12 months*

|  |  |  |  |
| --- | --- | --- | --- |
| **MANDATORY TRAINING:** | | | |
| **Category** | **Details** | **Timeline:** | **Confirmation that completed** *end of review cycle* |
| □ WH&S?  □ Mandatory supervisor training?  □ Other? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAINING AND PROFESSIONAL DEVELOPMENT:** | | | |
| **Learning objective(s) and action(s) required**  *These should relate to objectives and capabilities required for your role; and/ or how to build on these for your professional development* | **Timeline:**  *This will depend on type of activity priority/importance of undertaking it* | **Desired outcomes – for self and for work area/ cost centre**  *Eg having undertaken the development activity, / how will the work area benefit/how will your career benefit* | **Review of benefit***:*  *Feedback at end of review cycle* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **Record of Discussion and Agreed Actions** |

|  |  |
| --- | --- |
| **MATTER** | **RECORD OF DISCUSSION / FOLLOW UP ACTION** |
| **Staff: Overall comments regarding outgoing review year**  (re discussion/feedback section) |  |
| **Supervisor: Overall comments regarding outgoing review year**  (re discussion/feedback section) |  |

|  |  |
| --- | --- |
| ………………………………………………. . …….  Staff member’s signature  …………………………………  date | …………………………………………………………  Supervisor’s signature  ………………………………  date |
| ……………………………………………. . …….  (other supervisor’s signature, as appropriate)  …………………………………  date |  |