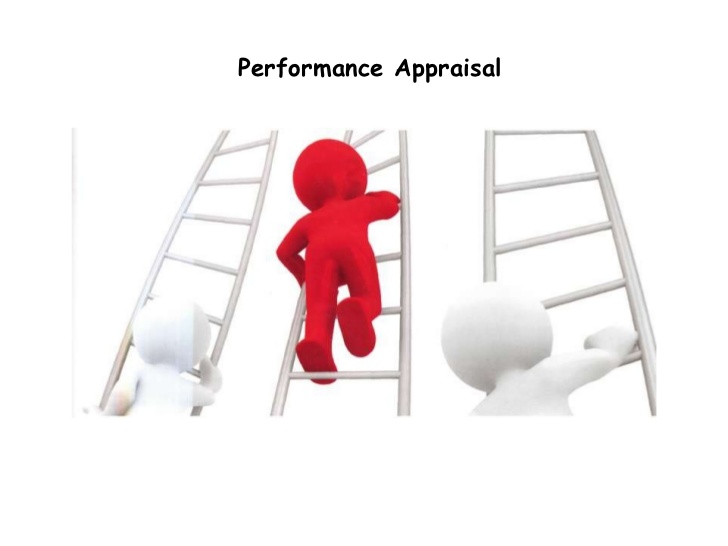
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| **Purpose** | The performance appraisal/review is an opportunity for a manager and employee to:   * Reflect on performance over the past year. * Discuss goal outcomes. * Discuss development needs. * Discuss career aspirations. * Set expectations. * Clarify and seek to remove any work place related barriers or problems. * Review progress against professional competencies. * Review the position description. * Apply 3 yearly Vulnerable Children processes. |
| **Scope** | All employees of name of service will have a yearly routine performance appraisal/review. |
| **Policy** | Professional and workforce development and support must be offered to all employees, irrespective of age, gender, race, disability, religion or culture. |
| **References** | |
| **Guidelines** | [Let’s Get Real Human Resources Tool](https://www.tepou.co.nz/uploads/files/resource-assets/Lets-Get-Real-Human-Resources-Tool.pdf)  [Performance Appraisals](https://www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/performance-appraisals/) (Ministry of Business and Innovation)  [Performance Reviews](https://www.employment.govt.nz/workplace-policies/employee-performance/growing-performance/good-communication/performance-reviews/) (Employment NZ) |
| **name of service documents** | Workforce Development and Training  Supervision  Code of Conduct  Vulnerable Children Processes |



**Performance appraisal/review Processes**

**Human resource administrator**

60 days prior to the review

Identifies employees who are due for appraisal/review and:

* Inform the staff member of the pending performance review in writing.
* Invite staff to complete the Let’s get Real self-assessment.
* Provide staff with the 360° feed-back template.
* Provide staff with their current position description.
* Provide the staff with the individual development plan.
* Invite staff to arrange support/family/whānau at the review.

**Staff member to be reviewed**

Ensures that the following documents are completed or up to date before sending a copy it to the person conducting the appraisal/review:

* 360° feedback templates (at least 3).
* Self-assessment.
* Individual development plan.
* Position description with comments.
* Training records.
* Current driver license.
* Any other documentation deemed relevant to the appraisal/review.
* Inform the person facilitating the review how many members will attend.

14 days prior to the review

360° feedback from (example):

* service users
* family/whānau
* members of the team
* cultural advisors
* community groups

**Person conducting the appraisal/review**

* Completes the relevant parts of the individual appraisal/review.
* Reviews the documentation submitted by the staff to be reviewed.
* Ensures that all relevant documentation is completed and available.
* Confirms the time, date and participants of the appraisal/review.

7 days prior to the review

**Person conducting the appraisal/review & staff member to be reviewed**

* Conduct the review in a transparent and consultative manner.
* Record all discussions, comments and decisions on the individual performance review document.
* Agree on goals and plan for the coming year.

**Human resource administrator**

10 working days after the review

* ensures that all records are completed and signed off by both parties
* the documentation is filed in the personnel records
* a copy of the documentation is provided to the staff member reviewed

# Consultation

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| --- | --- |
| Group/Role | Date |
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