

## **Performance Review Policy**

### **Policy Overview**

Regular performance reviews help create a work environment that promotes personal success, along with collaboration. Individual employees need the reinforcement of knowing that their contributions are valued by management.

### **Purpose and scope**

The goal of the performance review is to provide administrators and staff with feedback on their performance and accomplishments for the previous year. As a result of this process, staff should have an understanding of their job responsibilities and Manager's performance expectations. Also, through this process specific action plans can be created which allow the employee to achieve established performance goals.

Performance reviews are undertaken based on the following principles:

- That staff performing at their best are happiest and develop a high level of job satisfaction, which in turn contributes to a strong sense of wellbeing.
- Staff who are performing at their best make the strongest contribution to ensuring that the best interests of the children at K1 Payroll Pty Ltd are being met.
- Employer support is an important ingredient to successful performance in the workplace as is active staff participation in their role.

This policy is a guide only and will not form part of your General Terms and Conditions of employment or confer contractual rights, on which a staff member may rely. This policy may be amended from time to time.

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Managers should provide guidance, coaching, and feedback to their staff throughout the year on job duties and responsibilities, performance goals and expectations, appraising the performance and future development opportunities.

Periodically the Manager should summarise these discussions in writing during a performance review. The discussion can include:

- Documentation or notes of previous discussions;
- Last year's performance review (if applicable);
- Performance expectations and job description;
- Goals and objectives for the previous year;

- Feedback from other staff;
- Any other information relevant to the staff member's performance;
- Compare the employee's actual performance to established expectations and the position description;
- Determine strengths and weaknesses and how these can be utilised or developed.

### **Performance Review Meeting**

Managers will meet with staff individually to conduct the performance review discussion. This should be a two-way conversation starting with the discussion of the position description and ending with the employee's comments. This meeting should also include:

- Discussion of expectations for the upcoming year;
- Joint determination of any development plan/goal;
- Employee question/feedback;
- Identify specific goals for the employee to work towards in the coming 12 months.

### **After the Meeting**

- The meeting should be documented in writing and signed by both parties.
- The development outcomes resulting from the review should be monitored and reviewed through formal/informal methods throughout the year before the next formal annual review occurs.