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| --- |
| Staff Member Details |
|  |  |  |  |
| Staff Name |  | Manager’s Name |  |
| Staff Position Title |  | Manager’s Position Title |  |

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| --- |
| Looking Back – Review of Past Performance |
|  |
| Period of Review | <insert date> | to | <insert date> |

| Area of Focus | Summary of Conversation | Summary of Performance |
| --- | --- | --- |
|  |  | Bullets Exceeds expectationsBullets2 Meets expectationsBullets3 Requires lifting |
|  |  | Bullets Exceeds expectationsBullets2 Meets expectationsBullets3 Requires lifting |
|  |  | Bullets Exceeds expectationsBullets2 Meets expectationsBullets3 Requires lifting |
| Work Values(including behavioural skills, team work, drive, commitment, initiative and accountability) |  | Bullets Exceeds expectationsBullets2 Meets expectationsBullets3 Requires lifting |
| OHSW&IM(for example: Take reasonable care for the health and safety of yourself and others) |  | Bullets Exceeds expectationsBullets2 Meets expectationsBullets3 Requires lifting |

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| Looking Forward – Performance Outcomes for the Future |
|  |  |  |  |
| Planning Period | <insert date> | to | <insert date> |
| *There is space below to detail two performance outcomes per area of focus, however, you may have more or less than this.* |

|  |  |
| --- | --- |
| Line of Sight | Contribute to the following “Local Priority Areas” |
| University/Division/School/Unit Priorities |  |

| Area of Focus  | Planned Performance Outcome/s | Detail, including:* Action – how will you do it?
* Standard – what will it look like when done really well?
 | Timeline* Timeframe – when is it going to be done by?
 |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| Work Values(including behavioural skills, team work, drive, commitment, initiative and accountability) |  |  |  |
| OHSW&IM(for example: Take reasonable care for the health and safety of yourself and others) |  |  |  |

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| --- |
| Development Needs |
| Development NeedWhat skill/s, knowledge, experience/s or resources do you (or your staff member) require as identified by:* Past performances
* Proposed future key outcomes
* Identified career aspiration/s

These may be either technical or behavioural development needs. | Detail, including:* Action (how will the development need be met?)
* Timeframe (when is it going to be done by?)
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| Acknowledgement of ‘Past Performance’ Conversation & Performance Development and Management Plan |
|  |  |  |  |
| Staff Member’s Signature |  | Manager’s Signature |  |
| Staff Member’s Name |  | Manager’s Name |  |
| Date |  | Date |  |

Action required:

* Once the Performance Plan is finalised, notify your local HR team of the following:
	+ Performance Plan commencement date
	+ Staff ID number and staff name
	+ Position title & position number (if known).
* Notify local Health and Safety representative of any identified OHS&W concerns.
* Confirm the position description is current or has been updated.