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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 expectations  Bullets2 Meets expectations  Bullets3 Requires lifting |
|  |  | Bullets Exceeds expectations  Bullets2 Meets expectations  Bullets3 Requires lifting |
|  |  | Bullets Exceeds expectations  Bullets2 Meets expectations  Bullets3 Requires lifting |
| Work Values  (including behavioural skills, team work, drive, commitment, initiative and accountability) |  | Bullets Exceeds expectations  Bullets2 Meets expectations  Bullets3 Requires lifting |
| OHSW&IM  (for example: Take reasonable care for the health and safety of yourself and others) |  | Bullets Exceeds expectations  Bullets2 Meets expectations  Bullets3 Requires lifting |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) |  |  |  |

|  |  |
| --- | --- |
| Development Needs | |
| Development Need  What 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?) |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.