



18. Performance Review

Name

Position

Manager

How to set up your performance development review

- Align goals with organisation and department goals and objectives
- Ensure the goals measure 'what' (performance) and 'how' (values and behaviours)
- Ensure the your organisation's values are built into the goals and measures
- Ensure you develop SMART goals - specific, measurable, achievable, realistic, timeframes

Completing your performance development review

- If it is too early to rate a goal or if no longer relevant as agreed by employee and people manager, use a rating of N/A for that goal
- Use whole numbers (not fractions or decimals) when providing performance ratings
- The overall performance rating is calculated by adding the ratings of each goal and dividing by the number of goals to generate the average

5	Outstanding
4	Commendable
3	Competent
2	Adequate and/or developing
1	Unsatisfactory
N/A	Too early to rate



When measuring performance it's not only important to consider 'what' is to be achieved but also 'how' it is to be achieved. The behaviour we demonstrate in a work environment reflects on us as individuals and impacts colleagues and the entire team.

Behaviours that are important to service delivery or that should be focused on by the staff member should be included in the most relevant goal or activity in the performance plan with a tangible measure. (e.g. Goal: delivers professional service to members. Measure: Demonstrate respect for cultural differences).

Values	Demonstrated behaviour	Mid-year review				Final review			
		Always	Mostly	Sometimes	Needs Improvement	Always	Mostly	Sometimes	Needs Improvement
EG: Pride									
Honesty									
Wellbeing									
Respect									
Accountability									
Teamwork									

Mid-year comments

Final comments



Mid-year review comments

Employee

Provide a summary of your performance/achievement of goals to date. Outline any challenges or barriers to success or development you require.

Manager

Provide specific feedback to ensure the achievement of goals/ activities Outline where any improvement is required.

Final review comments and performance rating

Employee

Provide a summary of your performance/achievement of goals for the year. Outline any challenges or barriers to success.

Manager

Provide specific feedback for the employee on their progress through the year, including both projects/ tasks and behavioural performance.

Outline where any improvement is required.

Final year performance rating

Average =
Total ratings/number of goals



PART 2 - Training and Development Plan

Goal	Actions	Measures	Status
What is the capability you want to develop? e.g. Improve time management	What are you going to do? e.g. restructure my diary to include allocated time for project work and follow up actions from meetings	How will you know you've achieved it? Is it a SMART goal?	Not started/In progress/Completed



Signatures

Set up

Employee

Manager

Date

Mid-year review

Employee

Manager

Date

Final review

Employee

Manager

Date

 **Remember to Update your Plan!**

This resource in the Employer's guide to implementing a peer workforce is supported by the Mental Health Commission of New South Wales.

