

Performance Review and Planning Procedures

Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the [Performance Review and Planning \(PRP\) Policy](#).

Section 2 - Procedures

PRP

(2) Supervisors should advise employees of the timing of the PRP cycle for their Work Unit and inform those employees who will be required to participate in a PRP meeting.

(3) Supervisors should be aware of the link between the PRP process, [Academic Promotion](#), [Special Studies Program](#), Incremental Progression and the process for managing unsatisfactory performance.

(4) Employees are to review and reflect on the content of their PRP Plan ([PRP Plan - Academic](#) or [PRP Plan - Professional](#)) each year prior to meeting with their supervisor. Preparation should include:

- a. reflection of achievements during the past year consistent with the classification level and requirements of the job;
- b. thoughts on the key goals for the year ahead and the criteria (qualitative and/or quantitative as appropriate) by which achievements could be measured; and
- c. plans for career and professional development.

(5) The PRP discussion will include feedback on behaviour, contribution and collegiality, performance against the established goals, objectives and performance indicators and planning for the year ahead. Work expectations and goals for the next 12 month period are to be set at each PRP.

(6) Following the formal PRP discussion, an agreed final version of the PRP plan is prepared, including:

- a. the employee's achievements during the past year;
- b. the goals and performance criteria for the following year; and
- c. any developmental plans and requirements.

(7) The employee is provided with a copy of the supervisor's signed PRP plan and is given the opportunity to sign it copy and attach any comments. Should the employee not sign the plan the matter should be discussed in the first instance with the relevant HR Business Partner. Following this, if still not resolved, the matter will be referred to the relevant Executive Member. If the Executive Member is the supervisor, the matter will be referred to the Vice-Chancellor.

(8) Electronic copies of signed PRP plans are to be forwarded to [HR Services](#) for retention for a minimum of three years.

Monitoring

(9) Upon completion of the PRP process each year, copies of PRP plans are to be forwarded to HR Services to be retained for a minimum of three years. This supports the HR Services team in effectively conducting training needs analysis and the associated development of appropriate training, development and career support programs.

Professional Learning

(10) Employees' professional learning needs, including training and professional activities identified through the PRP process, are to be categorised and dealt with in the following manner:

- a. role-specific professional learning is to be negotiated, prioritised and resourced within the relevant work unit; and
- b. professional learning needs of an administrative or managerial nature are to be aggregated and prioritised by the Head of Work Unit and communicated to HR Services by the end of December each year for inclusion in University professional learning plans.

Status and Details

Status	Current
Effective Date	20th April 2020
Review Date	30th October 2020
Approval Authority	Head, Governance Services
Approval Date	20th April 2020
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Sharon Farquhar Director, Human Resources +61 2 66203768
Enquiries Contact	HR Services