

Appendix one: Performance Review Template⁴

Step 1: Before the discussion

Before the performance review discussion, use the plan template to record:

- Your staff member’s individual performance goals for this performance cycle, and how you think they’ve performed against their goals.
- Results of Student Unit Evaluation Surveys for units in which your staff member has taught in the year prior to the performance review.
- What you think your staff member has done well.
- What you think your staff member could do better.

Step 2: During the discussion

During the meeting, use the plan template to record:

- How your staff member thinks they have performed against each of their goals.
- Any feedback or concerns that your staff member has expressed.
- Any discussion about the staff member’s career goals or future within Metavision Institute.
- Any goals that you and the staff member agree on for the next performance cycle, and the support that you’ll provide to help the staff member meet their goals (e.g. professional development and/or training).

Also note when you and the staff member will next meet to review their performance, as well as any next steps for you and/or the employee.

You can use the information that you record in the plan to develop the staff member’s performance agreement for the next performance cycle.

Performance Review Discussion Plan

Before the discussion

What were your staff member’s individual performance goals for this performance cycle and how well do you think they’ve performed against each of their goals?

⁴ Fair Work Ombudsman. *Performance Review Plan Discussion Template*. Retrieved from <https://www.fairwork.gov.au/>

What has your staff member done well?

What could your staff member do better?

During the discussion

How does your staff member think they've performed against each of their goals?

Does your staff member have any feedback or concerns?

Document the discussion of your staff member’s career goals and future within the Metavision Institute.

What individual performance goals have you and your staff member agreed on for the next performance cycle?

What support have you agreed to provide to your staff member to help them reach their goals?

When will you next meet with the staff member to review performance?

What are the next agreed steps?

For you:

For your staff member:

Signature of line manager:

Date:

Signature of staff member:

Date:

Appendix two: Performance Improvement Plan⁵

Details	
Employee name	<employee name>
Employee position and level	<position title and level>
Line manager name	<Line manager name>
Line manager position	<Line manager position>
Date of plan	<date plan was made>
Period of plan	<insert start date> to <insert end date> Typically 6 – 8 weeks
Interim review date	<interim review date>
Final review date	<final review date>
<p>Performance improvement objective: <Objective> <i>Describe the specific area in which the employee’s performance needs to improve.</i> <i>eg. – Objective: Timely and accurate processing of customer orders</i></p>	
Required outcomes	<p><required outcomes></p> <p><i>Describe what the employee needs to do to improve their performance to the required standard. The required outcomes should be specific, measurable and realistic. In most cases, the required outcomes should be described as a measurement of quality, quantity or timeliness.</i></p>

⁵ Fair Work Ombudsman. (n.d.). *Performance management plan*. Retrieved from <https://www.fairwork.gov.au/employee-entitlements/managing-performance-and-warnings#warnings-and-unfair-dismissals>

Details	
	<p>eg.</p> <ul style="list-style-type: none"> • <i>Return all assignments within 21 days of submission.</i> • <i>Be available for weekly consultations with students.</i> • <i>Prepare teaching materials to the standard expected at the Metavision Institute.</i>
Strategies	<p><i><strategies></i></p> <p><i>Describe how the employee is going to meet the required outcomes.</i></p> <p>eg.</p> <ul style="list-style-type: none"> • <i>You must spend more time on preparation for teaching and grading assessment items.</i> • <i>If you have any queries you must immediately raise this with your line manager.</i>
Support	<p><i><supports></i></p> <p><i>Describe what support you're going to provide to the employee to meet the required outcomes.</i></p> <p>eg.</p> <ul style="list-style-type: none"> • <i>Your line manager will provide you with professional development in identified areas of underperformance</i> • <i>Your line manager will meet with you each week to provide you with feedback on your progress against the required outcomes.</i>
Responsibilities	<p><i><responsibilities of all relevant parties></i></p> <p><i>Describe the responsibilities of the employee, the line manager and any other relevant parties:</i></p> <p><i>Employee:</i></p> <ul style="list-style-type: none"> • <i>to meet the required outcomes by the final review date.</i>

Details

- *to participate in professional development in the areas of underperformance.*

Line manager:

- *to provide you with on-the-job support, e.g. mentoring by a senior academic staff member.*
- *to provide you with professional development*
- *to conduct weekly feedback meetings.*