## Performance Review Policy

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| **Date approved:**  |
| **Date of review:**  |
| **Authority to amend: Board** |
| **Related documents***National Standards for Volunteer Involvement**ABCD Performance Review Procedure**Performance Management Policy* |

ABCD will ensure that paid staff have access to performance review mechanisms that link overall ABCD strategic directions, operational requirements and the professional objectives of individuals.

This policy applies to all paid staff to ensure that:

* a consistent approach is followed for reviewing performance
* job-related skills and knowledge, and worker competencies and behaviours, are evaluated and compared against set standards and business objectives
* staff are encouraged to engage in self-assessment, reflective learning and goal setting
* staff receive positive and constructive feedback on their performance
* staff have an opportunity to provide feedback and suggestions to ABCD regarding service delivery and agency practice.

It is the responsibility of the Manager, or their delegated representative, to oversee the performance review of staff. It is the responsibility of staff to participate openly and honestly in planning and assessing their own performance and to actively follow through with agreed actions arising from a performance review.

If there are particular concerns regarding performance, staff will be:

* provided with clear feedback at an early stage
* invited to discuss matters impacting on performance
* encouraged to engage with their supervisor in a plan for performance improvement.

The Board is responsible for the performance review of the Manager. The review will be conducted by the Chairperson or member/s of the Board who are nominated to do so and in a manner determined by the Board.

### Formal and informal performance review

Informal performance review refers to verbal discussions between a supervisor and a staff member on performance, work or other work related issues. Formal performance review refers to a face-to-face meeting that results in a written record of process and outcomes.

All paid staff will have at least one formal performance review a year. In addition to a formal annual review, staff will receive regular informal feedback on performance.

Formal review and discussion of performance will also be undertaken prior to the end of any probationary period and may be carried out throughout the course of the year on an as needed basis.

### Performance plans

Formal performance reviews will result in a written performance plan, agreed to by the Manager and staff member. The plan will outline:

* the worker’s goals and objectives
* ABCD expectations and requirements
* training and professional development goals
* any areas of concerns and actions to improve performance
* a schedule for reviewing the plan and related actions.

If the Manager remains concerned about the performance of a worker, she/he may initiate formal performance management proceedings (see *Performance Management Policy and Procedure)*.

### Link to salary review process

The annual performance review is linked to the salary review process and progression across pay scale increments as per the relevant award.

### Performance review of volunteers

ABCD volunteers will receive regular, informal feedback on their performance. Volunteers will not be required to undertake formal performance reviews, however one may be held at the request of the volunteer or Manager.