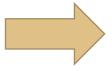
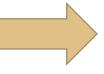
Performance Cycle - Academic

Stage 1 Goal-setting



Stage 2 Annual Check-in(s)



Stage 3 End of cycle Reflection

- Open from January or July
 - Document initiated by supervisor or staff member
 - Supervisor sets cycle length (up to 3 years)
- Staff member drafts goals
 - Work goals for Research,
 Education, Service
 - 1-2 development goals
- Supervisor reviews draft
- Meet to finalise goals, confirm workload split
- Sign-off by supervisor and staff member

- Annually from goalsetting stage
- Meet to discuss progress
 - Work and development goals
 - Any changes needed to goals?
- Staff member writes overall comment
- Supervisor acknowledges
 - comment optional

- Based on cycle length selected by supervisor
- Staff member/supervisor draft overall comments
- Meet to reflect and discuss progress
- Staff member/supervisor finalise comments
- Supervisor gives overall rating
- Sign-off by supervisor and staff member

cycle
ting as well
Regular meetings encouraged outside formal process –
can be documented in system using notes feature
Change of supervisor mid-cycle – automatic from HRMS

Teams can have reflection/ goal-setting at same meeting and document both at end of cycle by initiating next cycle

Probation incorporated into first cycle Template goals available for editing as well as written guidance

