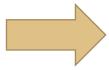
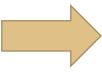
Performance Cycle - Professional/Technical

Stage 1 Goal-setting



Stage 2 Mid cycle Check-in



Stage 3
End of cycle
Reflection

- Open December to March
 - Document initiated by supervisor or staff member
- Staff member drafts goals
 - 3-5 work goals
 - 1-2 development goals
 - Optional service goal
- Supervisor reviews draft
- Meet to finalise goals
- Sign-off by supervisor and staff member

- Open June to August
- Meet to discuss progress
 - Work and development goals
 - Any changes needed to goals?
- Staff member writes overall comment
- Supervisor acknowledges
 - comment optional

- Open from November
- 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

Separate probation process, first cycle commences after probation confirmed Template goals available for editing as well as written guidance Goals can be edited with signoff at any stage 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

