**Performance Template – February 2024**

**Professional/Technical**

**Instructions for Use**

**Stage 1 – Goal-setting**

* Staff member drafts Work Goals and Development Goals and sends to supervisor for review
* Supervisor reviews draft goals
* Staff member and supervisor meet to discuss and finalise goals
* Staff member and supervisor sign off goals

**Stage 2 – Mid-cycle check-in**

* Staff member and supervisor meet to discuss progress against goals
* Staff member writes overall comment
* Supervisor comment optional

**Stage 3 – End of cycle reflection**

* Staff member drafts comments and sends to supervisor for review
* Supervisor reviews draft comments
* Staff member and supervisor meet to reflect and discuss progress
* Staff member finalises comments against goals and overall
* Supervisor adds overall comment and rating
* Staff member and supervisor sign off completed process

**Performance Template – February 2024**

**Professional/Technical**

**Name**

**Supervisor**

**Job title**

**Review Period** DD / MM / YY - DD / MM / YY

**Stage 1 – Set goals for the review period**

Specify agreed work goals or outcomes to be achieved for the review period and the measures that will evidence success. This section should include key milestones and any support or development activities that could help ensure success.

Further information, resources and tips on goal-setting can be found here: [Focus](https://anu365.sharepoint.com/sites/PerformancePathwaysConversations/?xsdata=%3D%3D&sdata=RmwxUGVGUDZLeHRjaFhPaUhLemFacWt0Rk5WaUR2Y2I2MGU5K1pTaWdXUT0%3D&ovuser=e37d725c-ab5c-4624-9ae5-f0533e486437%2Cu1076900%40anu.edu.au&OR=Teams-HL&CT=1708985403961&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDAxMDQxOTEzMCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

**Work goals**

|  |  |
| --- | --- |
| **Goal 1 title** | **By when** |
| Description |  |
| **Goal 2 title** | **By when** |
| Description |  |
| **Goal 3 title** | **By when** |
| Description |  |
| **Service to ANU and wider community** (optional) | **By when** |
| Description |  |

**Development goal/s**

Set 1-2 development goals. These may be for the current performance cycle or longer-term career aspirations.

Consider the following:

* What skills could you develop which would assist you in your role?
* How might your talents and strengths be better utilised and/or developed further?
* How do these goals align with your career aspirations?
* What specific actions will you take to achieve this, and by when?
* What support will you need to achieve these goals?

|  |  |
| --- | --- |
| **Goal 1 title** | **By when** |
| Description |  |
| **Goal 2 title** | **By when** |
| Description |  |

*Signoff following goal-setting*

**Signoff:**

**Staff member: Date:**

**Supervisor / Reviewer:**  **Date:**

**Stage 2 – Mid-cycle check-in**

This is an opportunity to reflect on progress against agreed goals at the mid-cycle stage. Focus your reflection on both what is being achieved as well as how it is being achieved. Following a meeting between supervisor and staff member, both have the option to add overall comments.

Goals can be amended if work requirements have changed since the goal-setting stage.

|  |
| --- |
| **Mid-cycle comments** |
| Staff comments |
| Supervisor comments (optional) |

**Stage 3 – End of cycle reflection**

In addition to documenting the outcomes against agreed goals, this is an opportunity to reflect upon experiences at work over the performance cycle. This reflection should include key learning points; what went particularly well and what could have been done differently by the staff member or the University to enable success.

Where applicable, the outcomes should be considered relative to opportunity; comments may take into account all factors, which may have impacted upon the staff member and whether or not the staff member successfully achieved the agreed outcomes for the performance cycle.

Through discussion with their supervisor, staff should consider both **what** has been achieved and **how** it was achieved over the performance cycle. This is also an opportunity to outline what has been challenging, as well as learnings. This provides an opportunity to consider what aspects of this plan might be continued in the next performance cycle and beyond.

**Work goals**

|  |
| --- |
| **Goal 1 title** |
| Description |
| Staff comments |
| **Goal 2 title** |
| Description |
| Staff comments |
| **Goal 3 title** |
| Description |
| Staff comments |
| **Service to ANU and wider community** (optional) |
| Description |
| Staff comments |

**Development goals**

|  |
| --- |
| **Goal 1 title** |
| Description |
| Staff comments |
| **Goal 2 title** |
| Description |
| Staff comments |

|  |
| --- |
| **Overall reflection/comments for the performance cycle** |
| Staff comments |
| Supervisor comments |

**Overall performance rating by supervisor** (under revision)

* Outstanding
* Meets all expectations
* Unsatisfactory

*Signoff following end of cycle*

**Signoff:**

**Staff member: Date:**

**Supervisor / Reviewer:**  **Date:**

*Please keep a copy of your completed performance review for your records.*