

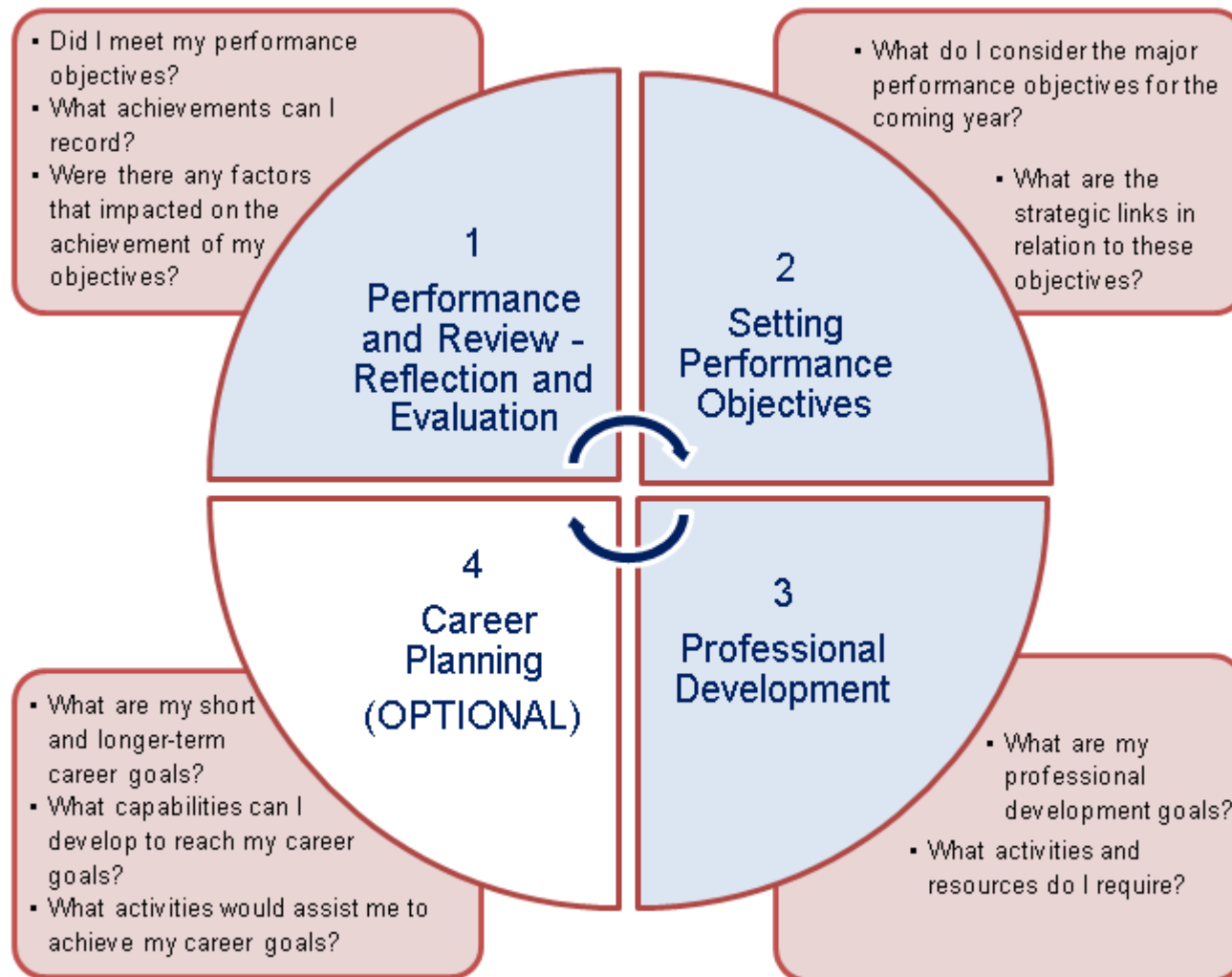
# **The Performance Review and Planning Process for Professional Staff**

## Information Session for Staff

Building Performance Excellence

Human Resources  
May 2017

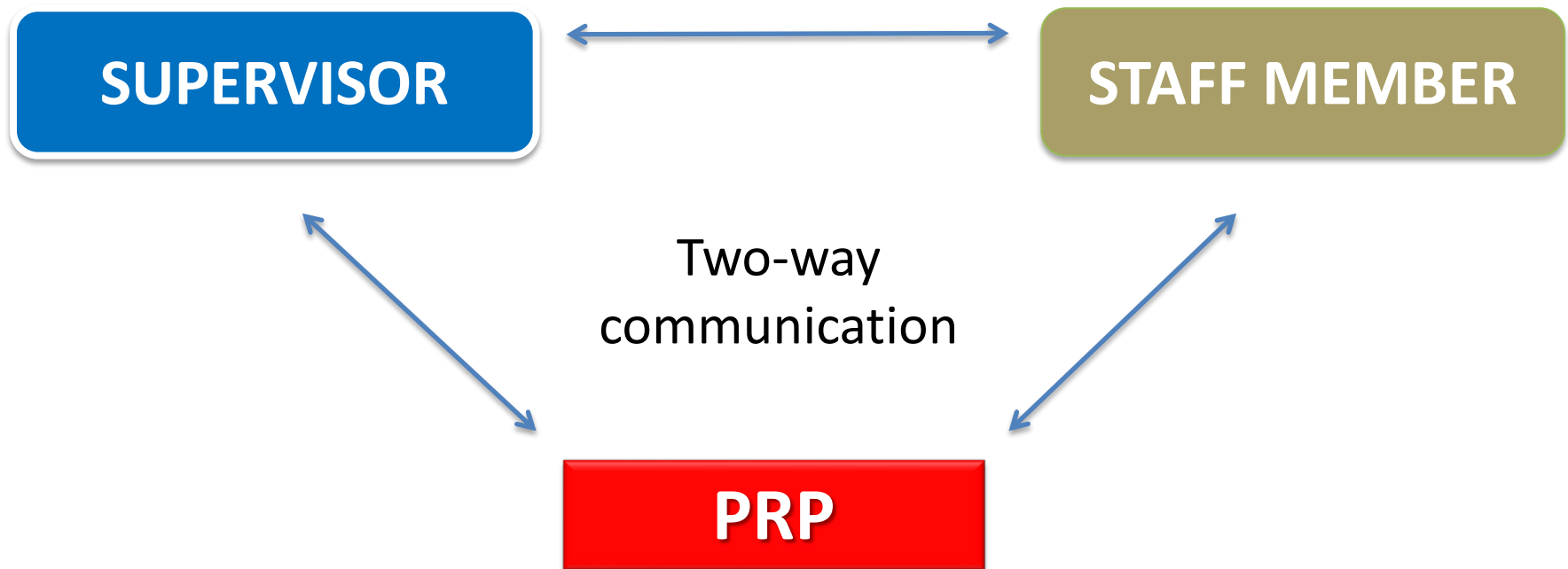
# Performance Review and Career Planning



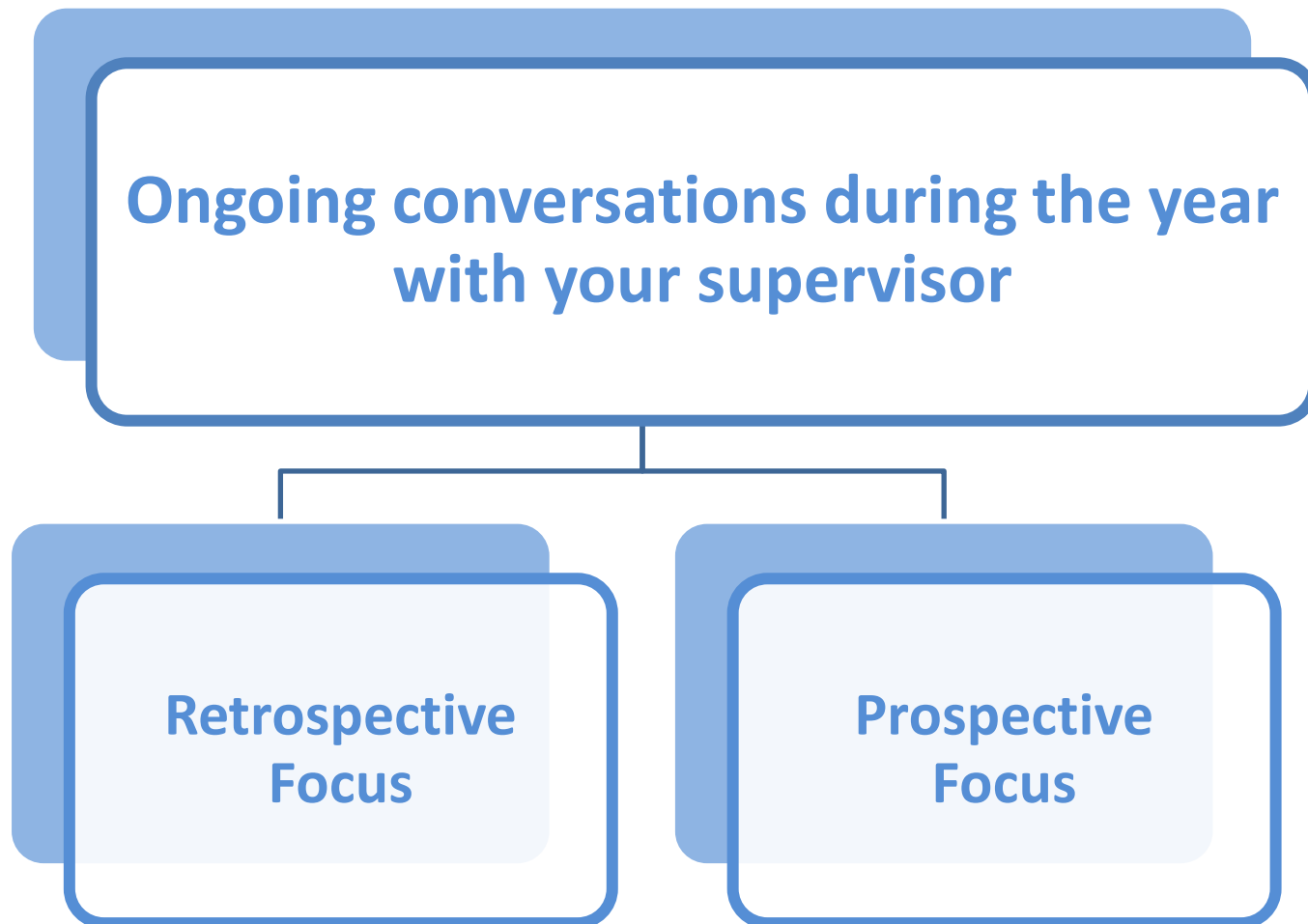
# Why is it important to complete a PRP?

- The need for a high performing workforce at ACU.
- PRP Strategic Plan target – KRA 4.2
- Active participation in the PRP process benefits you and the University

# The PRP Process



# Key Elements of the PRP Process



# Preparing for the Review Meeting

- Agree on a time to meet with your supervisor.
- Review relevant strategic plans, organisational unit plans and last years KPIs.
- Assemble your evidence of progress/achievements/reports.
- Submit your form with sections drafted in the timeframe requested by your supervisor.

# Receiving Feedback

- Consider feedback with open mind.
- Ask for examples.
- Check your emotional state.
- Understand the supervisor's role.
- EAP can help



# Overall Evaluation

- Outstanding performance in the role and consistently exceeded all performance objectives.
- Exceeded most performance objectives and made valued and recognised contributions to the role.
- Met all performance objectives and made satisfactory contributions to the role.



# Overall Evaluation

- Met some but not all performance objectives and needs improvement in some aspects of the role.
- Did not meet performance objectives and needs improvement to meet the required standards of the role.

# Completion of the review process

- Use this opportunity to seek support and advice.
- You have the option to comment on the annual review.
- Both you and the supervisor sign to acknowledge that the review process is completed.
- Take some time to consider your performance assessment before responding if you need it and arrange a second meeting.

# Performance Planning and Professional Development – Part B

Part B involves planning for the year ahead by working with your supervisor to:

- develop SMART, strategically aligned performance objectives that incorporate relevant Capability and Development Framework competencies
- Consider professional development activities that will support the achievement of your performance objectives and contribute to performance excellence

# Setting SMART Performance Objectives

**S**pecific

**M**easurable

**A**chievable

**R**elevant

**T**imely

*“A measure of the performance outputs or outcomes relating to a key responsibility of a staff member.”*

# The Capability Development Framework (CDF)



The CDF supports:

- Identification of competencies needed in your current role
- the setting of performance objectives
- consideration of professional development activities
- understanding expectations of potential future roles

[www.acu.edu.au/cdf](http://www.acu.edu.au/cdf)

# Reflection Activity

## – Setting objectives and the CDF

- Reflect on one of your key areas of work and consider how you would express this as a SMART objective that incorporates one of the core competencies in the CDF.
- Share your reflections with the group

# CDF Core Competencies

- Live ACU's Mission, Vision and Values
- Apply commercial acumen
- Adapt to and Lead change
- Deliver stakeholder centric service
- Collaborate effectively
- Communicate with impact
- Coach and develop
- Be responsible for achieving excellence
- Know ACU work processes and systems
- Make informed decisions

# Professional Development

## The 70:20:10 Principle of Adult Learning

70%

- Experiential self-directed learning “on the job”

20%

- Social learning – drawing on the knowledge of others

10%

- Learning through structured courses and programs



# What's next?

- Review the policy, pro-forma, Conversation Guide, and PRP Information Session Slides.
  - can be found at <http://www.acu.edu.au/14327>
- PRPs for all professional staff need to be completed by 30 June 2017

# Consider using Career Planning Resources

- Part C of the PRP form is an optional Career Plan
- Use this in conjunction with the PRP Conversation Guide – Appendix 2 is a Career Planning self-assessment
- Attend Career Planning Lunchbox Sessions for more information on 4 May 2017  
(Supervisors and Staff)



# Ongoing Support

Employee Assistance Program (EAP)

1800 818 728



**Need Assistance? Contact**  
**HR Advisory Service**  
**x4222 or [HR@acu.edu.au](mailto:HR@acu.edu.au)**



# Questions

