

# Ongoing Staff Performance Planning and Review (GC)

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## Document

<b>Document Name</b>	Ongoing Staff Performance Planning and Review (GC)
<b>Brief Description</b>	This Performance Planning & Review Policy facilitates the establishment of performance and career development objectives, and the identification of achievement against these objectives. Candid communication of expectations and performance will be an ongoing process between the staff member and supervisor.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	25/01/2005
<b>Authorising Body</b>	Management Committee

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/05/2013	1	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

Name	Location
Performance Planning for Employees	<a href="#">Navitas Intranet</a>
Performance Planning for Managers	<a href="#">Navitas Intranet</a>
Performance Review for Employees	<a href="#">Navitas Intranet</a>
Performance Review for Managers	<a href="#">Navitas Intranet</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Ongoing Staff Performance Planning and Review Policy sets out the approach of Griffith College relating to the management of performance planning and review for ongoing staff.

## 1.2 Purpose

The purpose of this Policy is to facilitate the establishment of performance and career development objectives, and the identification of achievement against these objectives. Candid communication of expectations and performance will be an ongoing process between the staff member and supervisor.

## 1.3 Scope

This Policy applies to all Ongoing Griffith College Staff. Each staff member's performance will be reviewed against previously determined and agreed performance objectives. Objectives will be reviewed during the year and may be altered to reflect changes in the individual's work or the external environment.

# 2 Policy Statement

A number of user guides have been developed to aid the process:

- [Performance Planning for Employees](#)
- [Performance Planning for Managers](#)
- [Performance Review for Employees](#)
- [Performance Review for Managers](#)

## 2.1 Process

- A Performance Plan will be developed by the staff member in the first instance and then discussed with their supervisor
- The period of the performance plan will span a financial year (process to begin in June and completed by end of July)
- The performance plan should be revisited six months after implemented
- Griffith College utilises the "Success Factors" online performance planning software, in accordance with the Navitas Group requirements.