# Performance Review and Development (PRD)
# Academic Planning and Performance (APP)
# YEAR-END REVIEW PREPARATION GUIDE

STAFF RESOURCE

*This guide helps staff prepare for their Year End Review discussion and complete final updates in MyHR.*

### Achievements and Goal Progress
- Ensure performance and development goals in myHR have current progress updates before your review meeting.
- Reflect on your key achievements, contributions and outcomes from the last 12 months.
- Gather examples of feedback, recognition, project outcomes and impact.
- Consider what enabled your success and any challenges you overcame.

### Role Priorities and Impact
- What were your key priorities during the year?
- How did your work contribute to your team, School, College, Division or the University?
- Have your responsibilities changed during the last year, during the review period?

### Support, Wellbeing and Success
- What support helped you perform at your best?
- What challenges, barriers or obstacles influenced progress?
- What additional support would help you achieve future goals?

### Development and Career Growth
- What development activities have been most valuable?
- What skills or capabilities do you want to develop next?
- What career aspirations or opportunities do you want to discuss?

### Looking Ahead
- Consider priorities and goals for the next review cycle.
- Identify development activities to include in your plan.
- Discuss measures of success and support requirements.

## STAFF TIPS...

**Prepare**
- Update the progress of all goals in MyHR before meeting with your supervisor.
- Review evidence of achievements, outcomes and feedback.
- Consider challenges, support needs and future aspirations.
- Review PRD or APP resources and your current goals.
- Review your Position Description to ensure it remains current, accurate, and aligned with the responsibilities of your role. If you do not have a copy of your position description, contact your supervisor.

**During the discussion**
- Share achievements and lessons learned.
- Seek feedback and discuss future development.
- Identify support requirements and agree on priorities.
- Discuss updates to your Position Description if required.
- Discuss workplace barriers, supports needs or reasonable adjustments that may help you succeed in your role and achieve your goals. For guidance contact Health, Safety and Wellbeing at usafe@newcastle.edu.au.

**Updating MyHR after your review**
- Finalise progress updates and comments against all goals.
- Record agreed outcomes and development activities.
- Close completed goals and update any goals continuing into the next cycle.
- Create or update development goals based on agreed priorities.
- Ensure your Year End Review is submitted in MyHR in line with agreed timelines.

**ADDITIONAL INFORMATION**

Please visit the following page for additional support, procedures and resources
https://www.newcastle.edu.au/current-staff/working-here/performance-and-development