Performance Review and Development (PRD)
Academic Planning and Performance (APP)

# LEADER YEAR-END REVIEW PREPARATION GUIDE

LEADER RESOURCE

## LEADER TIPS...

**Prepare:**
Review goals, achievements, feedback and development activities in MyHR. Gather examples and consider future opportunities.

**During the discussion:**
Encourage reflection first, recognise achievements, ask open questions and explore future growth.

Review the staff members Position Description with them to ensure it aligns to their responsibilities.

Encourage open discussion about support needs and consider workplace supports or reasonable adjustments, and seek advice as needed. For guidance, contact Health, Safety and Wellbeing at usafe@newcastle.edu.au.

**Actions Following Discussion:**
Record outcomes in MyHR, confirm achievements, development priorities and agreed next steps.

Make updates to staff Position Description as required.

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### Suggested Discussion Points

The following questions can be used during your staff's Year End Review meeting. Choose questions most relevant to the role and context, noting that not all questions need to be used. The discussion should recognise achievement, support development, and ensure outcomes are captured in MyHR.

**Achievements and Goal Progress**
- What achievements are you most proud of this year?
- To what extent were agreed goals and expectations achieved?
- Were there challenges or changes in priorities that affected your progress?
- What have you learned from successes and setbacks?
- What strengths have you relied upon most?

**Role Priorities and Impact**
- What impact have your contributions had on students, colleagues, stakeholders or the University?
- How have you demonstrated University values and expected behaviours?
- For academics: what achievements across teaching, research, engagement and service were significant?
- How has your work aligned with broader organisational priorities?

**Support, Wellbeing and Success**
- How can I support your ongoing development?
- What support or resources will help you succeed?
- What support or adjustments would assist your wellbeing and success?

**Development and Career Growth**
- What development activities had the greatest impact?
- What growth areas would you like to prioritise next year?
- What career aspirations would you like to explore?

**Looking Ahead**
- What should remain a focus next year?
- What opportunities exist to increase impact or effectiveness?
- What goals or priorities should be considered for the next cycle?