2018 Performance Plan for <Insert Name>

# **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Position Title** |  | **Location** |  |
| **School / Unit** |  | **Faculty / Division** |  |
| **Manager** |  |  |  |

# **Introduction**

Performance Review and Development (PRD) is a collaborative, on-going process between a manager and employee to plan for, develop, and evaluate an employees’ performance. PRD focuses on providing employees with clarity as to what is expected of them, aligning individual and University goals, and identifying areas for employee learning and career development.

The PRD helps create a shared vision and purpose, recognise and celebrate achievements, and improve communicating and understanding between you and your manager.

**Performance goals**

During Goal Setting, employees and managers agree on performance goals for the year ahead ensuring alignment with corporate plans as well as position descriptions and/or performance expectations for Academic PEF and Professional PEF.

Define your goal with a goal name, measure, and timeframe. Checkboxes can link your goal to 1 or more of UON’s strategic initiatives under NeW Futures Strategic Plan 2015-2025. Progress on goals should updated through the year during Ongoing Conversations, specifically where priorities change and goals are to be added/removed in discussion with your manager.

During Year End Review, you rate your performance against the goals, followed by a manager rating.

**Leadership behaviours**

The UON Leadership Framework describes six leadership capabilities that outlines the expected behaviours and characteristics require for all employees to role model good leadership practice at their relevant level and to develop their own and others’ leadership capability.

During Year End Review, you rate yourself against the six leadership behaviours, followed by a manager rating. We believe that leadership can be exercised by anyone with the capacity and desire to make real improvements at UON, regardless of level/position.

**Development goals**

Create a development goal to help you manage short-term and long-term career aspirations. Development goals may be short, medium or long term and stretch beyond an employee’s current role to another role to which they aspire. Define the goal by the type of activities such as experience (70%), exposure (20%) and formal training (10%) that will help you achieve that goal.

You may wish to also consider your current performance goals and the UON Leadership Framework behaviours (see your Goals and Leadership Behaviours sections) to consider development activities that will enable you to further develop your strengths and other capabilities and behaviours to be successful at UON.

# **Goals**

Define the goal by the goal name, measure and timeframe. Checkboxes can link your goal to 1 or more of UON's strategic initiatives under NeW Futures Strategic Plan 2015-2025. When creating goals, you should consider aligning to key outcomes such as teaching and learning, research & innovation, service & engagement, leadership, business/process improvement, and client service & support.

|  |  |
| --- | --- |
| **Goal Name** |  |
| **Measure** |  |
| **Start Date** |  | **End Date** |  |
| **Links to NeW Futures 2015-2025 Strategic Initiatives:** | [ ]  Enduring commitment to equity and social justice & Graduates who make a difference[ ]  Passion for excellence and discovery & Driving global and regional impact[ ]  Engaging across the globe & Shared future with our communities[ ]  Staff who make their mark & Building a sustainable future |
| **Comments** |  |

|  |  |
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| **Comments** |  |

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| **Comments** |  |

 *(copy and paste goal sections as required)*

**Goal Comments**

|  |  |
| --- | --- |
| Employee Comments |  |
| Manager Comments |  |

# **Leadership Behaviours**

* **Shape the Future** – By taking a University-wide perspective to understand the broader and longer term factors that may impact UON.
* **Engage Beyond the University** - By understanding the sector, building strong connections to create a positive public impression of UON and build its reputation.
* **Work Collaboratively -** By being a good UON citizen; building relationships across the University and considering the impact actions and decisions have on others.
* **Strive for Excellence –** By demonstrating a strong ‘can-do’ approach; striving to achieve high standards and investing time coaching, mentoring and developing colleagues.
* **Drive Performance** – By having a clear understanding of performance expectations and taking accountability for delivering plans/targets/KPIs.
* **Show Courage and Respect** – By challenging unacceptable behaviour respectfully and remaining calm and objective when undertaking difficult conversations.

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| --- | --- |
| Employee Comments |  |
| Manager Comments |  |

# **Development Goals**

Define the goal by the type of activities such as experience (70%), exposure (20%) and formal training (10%) that will help you achieve that goal. Development goals may be short, medium or long term and stretch beyond an employee's current role to another role to which they aspire.

|  |  |
| --- | --- |
| **Development Goal Name** |  |
| **Experience on the Job Activities (70%)** |  |
| **Exposure to Others Activities (20%)** |  |
| **Education and Formal Training Activities (10%)** |  |
| **Start Date** |  | **End Date** |  |
| **Other Comments** |  |

|  |  |
| --- | --- |
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| **Start Date** |  | **End Date** |  |
| **Other Comments** |  |

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| **Start Date** |  | **End Date** |  |
| **Other Comments** |  |

*(copy and paste development goal sections as required)*

**Development Goal Comments**

|  |  |
| --- | --- |
| Employee Comments |  |
| Manager Comments |  |