Proposed steps of employee management & development

PREPARATION TO GET STARTED

Refer to **Sections 1** and **2** of the EM&D Resource.

PREPARE

- Review the EM&D Resource
- Understand the various steps to support your employees
- Confirm the process that will be implemented at your service/s

When: Implementing a new process.

NOMINATE

• Nominate responsible person/s to lead the EM&D process

Options:

- Sub-Committee, or
- Individual/s who have employee management responsibilities

When: Implementing a new process or if the responsible person changes.

ANNUAL CYCLE

Refer to Section 3 of the EM&D Resource.

STEP 1: PREPARE & PLAN

- Agree on PIs, goals and PD plans
- Set dates for EM&D meetings for the year
- Refer to Section A of Tool 3.2.

When: at or soon after the annual performance evaluation.

STEP 3: MID-PERFORMANCE

- Conduct mid-performance evaluation on date set in Step 1
- Document discussion
- Document any changes to PIs, goals, PD plans Refer to Section B of Tool 3.2.

When: around the mid-cycle.

STEP 2: PROGRESS MEETINGS

(Optional regular step)

Conduct meetings on dates set in Step 1

• Document any changes to PIs, goals, PD plans Refer to **Tip Sheet: Crucial Conversations** & **Tool 3.3**.

When: monthly or as agreed.

STEP 4: ANNUAL EVALUATION

- Conduct annual performance evaluation on date set in Step 1
- Summarise performance during the year
- Rate performance if using rating system (optional)
- Document discussions
- Refer to Section C of Tool 3.2.

When: annually at the end of the cycle.

ADVISE

- Provide information about your EM&D process
- Provide all relevant documents/forms etc.
- Advise who will be conducting the process or parts of the process individually with each employee
- Clarify the employee's responsibilities

When: Orientation and probation, implementing a new process.

TIPS FOR EMPLOYERS & EMPLOYEES

- Prepare for meetings
- Discuss any significant discrepancies or disagreements if they arise, and have further conversations if required to find a resolution and plan a way forward
- Sign each Section of the document (Tool 3.2) as proof of acceptance and/or agreement
- Maintain copies of any documentation developed and completed

TIPS FOR EMPLOYERS

- Ensure all documentation and other relevant information is provided to the appropriate person if responsibility for the process changes to a new person
- Start at Step 1 to confirm the plan and dates for meetings if responsibility for the process changes to a new person

TIPS FOR EMPLOYEES

Conduct a self assessment

EM&D Process Poster