



Employee management and development is a systematic and ongoing process that leads to better outcomes for employers and employees.

The following is a suggested timeline of some activities that employers might engage in.

TIMEFRAME	ACTIVITY
Ongoing	Encourage a culture of respect and regular feedback between employees and their employers in an ongoing and systematic way.
At the start of a new appointment ADVISE	<p>Ensure that the new employee is provided with all information required (during orientation) to perform their role to the best of their ability and understands the philosophy, values and operations of the service etc.</p> <p>Refer to Tool 2.1 New Employee Checklist and Tool 2.2 Employee Orientation Checklist</p> <p>Actively manage a new employee's probationary period by providing feedback and support, addressing any concerns and evaluating performance in a timely manner.</p> <p>Refer to Tool 2.3 Probation implementation Checklist and Tool 2.4 Probation Review Report</p>
At the commencement of the performance period or beginning of each year STEP 1: PREPARE & PLAN	<p>Check and confirm that employees have a completed Section A of the Performance Development Plan and Evaluation Record (Tool 3.2) and that the employer and employee understand what is required of them. A face-to-face meeting is not required unless there are significant changes to the agreed plan, it was not completed at the end of the annual evaluation period or participants in the process have changed. For new employees – this should be completed once employment has been confirmed (usually at the end of the probation period).</p>
Regular and/or as applicable STEP 2: PROGRESS MEETINGS	<p>Clarify performance expectations with employees and address any matters regarding ongoing performance in a timely manner.</p> <p>Conduct regular meetings with individual employees to check progress with their work generally and review the employee's Performance Development Plan (Tool 3.2) in consultation with the employee as needed in any progress meetings.</p> <p>Refer to Tool 3.3 Progress Meeting Agenda</p> <p>Ensure dates for formal mid-performance period (usually mid-year), annual performance evaluation (usually end of year) and any progress meeting dates are in place.</p> <p>Recognise performance, provide regular feedback to employees, identify any gaps in performance and provide appropriate support strategies.</p> <p>Acknowledge accomplishments and continue to motivate employees by supporting them to challenge themselves through ongoing development opportunities.</p> <p>Encourage and support employees to engage in approved professional development. Ensure professional development plans are being appropriately implemented.</p>

TIMEFRAME	ACTIVITY
<p>At the mid-performance period evaluation or middle of the year</p> <p>STEP 3: MID-PERFORMANCE</p>	<p>In conjunction with the employee, undertake a mid-performance period evaluation to formally assess progress.</p> <p>Encourage the employee to reflect on and assess their own performance prior to the meeting.</p> <p>Provide meaningful feedback and opportunities for employee input.</p> <p>Confirm the performance indicators and/or goals noted in Section A of the Performance Development Plan and Evaluation Record (Tool 3.2).</p> <p>Review and support professional development plans and ensure that any support options, including professional development events, are being supported and attended.</p> <p>Refer to Section B of Tool 3.2 Performance Development Plan and Evaluation Record</p>
<p>At the end of the performance period or end of the year</p> <p>STEP 4: ANNUAL EVALUATION</p>	<p>In conjunction with the employee, conduct the annual performance evaluation summary which is a formal assessment of the entire performance period.</p> <p>Encourage the employee to reflect on and assess their own performance and to prepare prior to the meeting.</p> <p>Evaluate performance over the last 12 months against expectations outlined in the Performance Development Plan and apply a rating if this is applicable at your service.</p> <p>Refer to Tool 3.4 Performance Ratings Table</p> <p>Summarise achievements and challenges and provide feedback.</p> <p>Refer to Section C of Tool 3.2 Performance Development Plan and Evaluation Record</p>
<p>After the annual evaluation has taken place or at the end of the year prior to the next performance period commencing</p> <p>STEP 1: PREPARE & PLAN</p>	<p>In consultation with the employee, plan the development activities for the next 12 months, including setting performance indicators and/or goals, and aligning responsibilities with any specific contribution to the service's Quality Improvement Plan (QIP).</p> <p>Identify and plan professional development support options.</p> <p>Commence a new record.</p> <p>Refer to Section A of Tool 3.2 Performance Development Plan and Evaluation Record</p>