GUIDE FOR EMPLOYERS AND EMPLOYEES IN USING THIS TOOL

This tool provides a set of ratings and a description for each rating, which can be used by the employer and employee in the performance evaluation process.

PERFORMANCE RATINGS

**Assessing the performance of an employee and assigning a rating is a subjective exercise. To ensure that there is a level of consistency in undertaking this task, a set of performance ratings has been developed.**

Employers may choose to use these ratings or agree on another appropriate set of ratings with the employee to assess achievement against the selected performance indicator.

Employers should decide whether including a performance rating in the evaluation is appropriate for their service.

The five ratings noted in the table below can be used by an employee to self-assess or by an employer to rate the performance of an employee for each of the performance indicators agreed as part of the performance evaluation process. Please consider the descriptions for each rating provided below to guide your rating process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WT – Working Towards** | **PA – Partly Achieved** | **A – Achieved** | **E – Exceeded** | **N/A – Not applicable** |

DESCRIPTIONS OF ASSESSMENT RATINGS

The rating system focuses on evaluating competency (skills, knowledge and documentation) and behaviours (responsiveness). It is recommended that any areas rated as ‘Working Towards’ should have further accompanying comments recorded for clarification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Knowledge** | **Skills** | **Responsiveness** | **Documentation** |
| **WT** | The employee is working towards gaining required knowledge in this area and/or demonstrates immediate need for improvement. | The employee is working towards developing skills in this area and/ordemonstrates immediate need for improvement. | The employee requires immediate improvement in their responsiveness in this area and is working towards achieving this. | The employee requires immediate improvement in their ability to completeor contribute to completing required documentationin this area and is working towards achieving this. |
| **PA** | The employee demonstrates some knowledge in the area but not all required, and there is room for reflection and improvement. | The employee demonstrates and utilises some skill inthe area, however there is room for reflection and improvement. | The employee has partly achieved the requirements and requires some improvement in their responsiveness in this area. | The employee has partly achieved the requirements and requires some improvement in their ability to complete or contribute to completing required documentation in this area. |
| **A** | The employee demonstrates sound knowledge in the area and reflects upon what they know and can further learn. | The employee demonstrates and utilises their skills in this area and reflects upon what they can do and how they can improve. | The employee is responsive in this area and usestheir knowledge and skills effectively and appropriately. | The employee demonstrates sound ability in this area and completes or contributesto completing required documentation appropriately. |
| **E** | The employee demonstrates knowledge that is beyond requirement for this area and continually updates their information to ensure their understanding is current, relevant and comprehensive. | The employee consistently demonstrates skills that are beyond requirement for this area and continually reflects upon their abilities to ensure their practice iseffective, meaningful and of a consistently high standard. | The employee demonstrates consistent responsiveness that is beyond requirement for this area and is proactive in their reflective practiceto establish further effectiveness and exceeding practice. | The employee demonstrates ability to document in this area that is of exceeding practice, and completes or contributes to completing documentation in this area beyond all requirements. |
| **N/A** | It is not required for the employee to haveknowledge in this area, OR the reviewer was unable to gather evidence in this area or evaluate performance. | It is not required for the employee to demonstrate skills in this area, OR the reviewer was unable to gather evidence in this area or evaluate performance. | It is not required for the employee to participate or be responsive in this area, OR the reviewer was unable to gather evidence in this area or evaluate performance. | It is not required for the employee to document or contribute to documentation in this area, OR the reviewer was unable to gather evidence in this area or evaluate performance. |