



Australian
**Chiropractic
College**

POLICY AND PROCEDURE

PERFORMANCE REVIEW

PURPOSE

The purpose of the following Policy and Procedure is to outline the formal process of individual performance review.

SCOPE

This policy is applicable to all ACC employees.

POLICY STATEMENT

Performance review acts to ensure annual facilitation of discussions between staff and their supervisors in order to provide feedback, set plans and goals that align with personal development and ensure actions and behavior aligns with the College's critical pathway.

PROCEDURES

The following procedures should be read in conjunction with the Enterprise Agreement.

1. General Principles

- 1.1. Performance reviews are mandatory and are expected to be conducted at least annually, unless the review is postponed by mutual agreement due to extenuating circumstances.
- 1.2. Employees who are on a probationary period may be required to have review conducted earlier as outlined in the College Policy on Recruitment, Hiring and Promotions.
- 1.3. Supervisors may request earlier or more frequent performance reviews to allow for more timely feedback, counseling or required due to identification of remedial action.
- 1.4. Supervisors should maintain regular contact and meeting with those staff under their supervision.
- 1.5. It is the responsibility of the supervisor to initiate and complete the review process.

- 1.6. Employees should be provided with sufficient time and notice to prepare appropriately for the performance review session.
- 1.7. All staff will be provided with performance review training prior to the initiation of their first review process.
- 1.8. Information pertaining to the Performance review must be valid, relevant and factual. All information collected should represent the body of work conducted over the previous 12 months.
- 1.9. All performance review documentation will be recorded and files with Human Resources for referral purposes. Staff members involved in the review process will be provided with copies of all documentation.

2. Performance Review Procedures

2.1. New Staff

- 2.1.1. Human Resources will conduct performance review training.
- 2.1.2. Supervisors will make contact with staff member to arrange a time to meet to highlight position responsibilities and College expectations for the coming year. Mutually agreed to goals, performance targets and professional development opportunities will be planned for the coming 12 months.
- 2.1.3. Detailed discussion over professional development opportunities will be discussed and related back strategically alignment with the previously identified goal or performance targets.
- 2.1.4. Discussion on points pertaining to more effective or efficient work strategies or consideration of systems or processes improvements.
- 2.1.5. The supervisor will provided a completed Performance Review form to Human Resources for records storage.

2.2. Continuing Staff

- 2.2.1. The Performance Review will begin with an initial assessment, by the supervisor, of the previously completed Performance Review. This assessment will note identified performance targets, goals and desired outcomes previously agreed upon by the supervisor and the staff member.
- 2.2.2. The supervisor and staff member will then independently review the performance over the previous review cycle to determine if the previously agreed objectives and targets were met. If not, determination as to why this occurred will be reflected upon and actions implemented to rectify this matter. If goals and objective were obtained or superseded these will also be recorded and made available as reference points should the staff member choose to apply for career advancement or promotion.
- 2.2.3. Initiation of communication will be made by the supervisor to arrange a mutually beneficial time to meet to highlight position responsibilities and College expectations for the coming year. Mutually agreed to goals, performance targets and professional development opportunities will be planned for the coming 12 months.
- 2.2.4. Detailed discussion over professional development opportunities will be discussed and related back strategically alignment with the previously identified goal or performance targets.
- 2.2.5. Discussion on points pertaining to more effective or efficient work strategies or consideration of systems or processes improvements.
- 2.2.6. The supervisor will provided a completed Performance Review form to Human Resources for records storage.

IMPLEMENTATION and MONITORING

Human resources will ensure appropriate training is provided to all supervisory staff and new employees of the College.

The Academic Dean will be responsible for monitoring of the Performance Review process.

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