



Form designed to complete electronically (signatures after completion)

Individual's Details	
Name:	
Position Title:	
Team:	
Status:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual
Manager Name:	
Review Period:	<i>Insert a 12 month range, commencing anniversary date of commencement/placement in position.</i>

Part One: Initial Discussion	
<p>The purpose of this Performance Review Form is to establish a consistent approach to performance management and development. The Queensland Synod values its employees and Ministry Agents and is keen to ensure that they clearly understand our team value statements and the key activities and outcomes expected of them in their role. This will set the plan for the review period and enable informed and considered discussion on progress by the employee or Ministry Agent. The plan also enables discussion on learning's (for the individual and the organisation) and adjustments for unplanned activities. The first discussion is to set the plan for the identified review period (a 12 month plan with an interim discussion at 6 months). For employees subject to a probation period, the interim discussion should occur prior to 6 months to determine if the employees has successfully completed their probation period.</p>	
Date of Initial Discussion	

Team Value Statements	
<p>As part of initial discussion, discuss the team value statements and how the individual can contribute to 'living them' in the role that they do; their behaviour in the workplace; and how they can support embedding them individually and with their teams / colleagues.</p>	
<p>Service: We will provide consistent, fair, courteous and timely Service to the best of our ability.</p>	<p><i>Activities / Actions:</i></p>
<p>Responsibility: We will be loyal, diligent and accountable by taking Responsibility for our actions.</p>	
<p>Respect: We will show Respect through trusting and treating each other with compassion, dignity and without discrimination.</p>	
<p>Integrity: We will demonstrate Integrity, by acting ethically, honestly and faithfully, valuing truthfulness and justice in all that we do.</p>	



Performance Review (Non-Managers)
TOO-PEO-05a

Key Activities	<input type="checkbox"/> Position Description has been reviewed
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As part of the initial discussion, the individual and the manager are to discuss and agree to four (4) to six (6) key activities that are to be achieved during the plan period. The key activities are to be related to the position description and any work associated with an initiative of an operational plan. The key activities need to be clear, tangible and measurable.

Activities to be Achieved (What will be achieved)	Measures (How will we know the activity is achieved)	Expected Date of Completion (When is activity likely to be achieved)

Learning and Development Need

To support the individual to be successful in their role, there may be learning and development needs that are identified. The needs may be requirements that build the individual's knowledge and/or skills for this position, or improves their capacity for a future identified position. The training / development can be on-the-job; mentoring/coaching; formal courses; approved study.

Learning and Development Need	Providers and Cost	Expected Outcome

Part Two: Interim Review (Discuss progress at 6 months, or prior to 6 months during a probation period)

Date of Interim Review		
Progress to Date	What is being done well?	Where is improvement required?
Probation Period Outcome:	<input type="checkbox"/> Successful (<i>prepare Successful Probation Letter</i>) <input type="checkbox"/> Unsuccessful (<i>Contact HR</i>)	

Part Three: Final Review (Discuss achievement of team value statements and activities during the review period)

Date of Final Review		
Outcomes of key activities and team value statements:	Opportunities to improve	

Performance Review Outcome

Outcome:	<input type="checkbox"/> Needs some improvement <input type="checkbox"/> Competent <input type="checkbox"/> Above expectations consistently	
Manager's Determination:	<input type="checkbox"/> Review is fair and agreed	
Manager's Signature:		Date: <input style="width: 100px;" type="text"/>
Individual's Determination:	<input type="checkbox"/> The review is fair and agreed. (<i>If not agreed, please comment</i>)	
Individual's Signature:		Date: <input style="width: 100px;" type="text"/>

Retain on personnel file. Where determination is not agreed, follow POL-PEO-09 Grievance Management.