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| **Policy** | Professional and workplace development and support must be offered to all employees, irrespective of age, gender, race, disability, religion or culture.  A proactive and timely approach to feedback, training and development throughout the year ensures that a positive and mutually beneficial relationship is maintained. |
| **Purpose** | The performance appraisal/review is a more formal opportunity for a manager and employee to:   * Reflect on performance over the past year * Discuss goal outcomes * Discuss development needs * Discuss training needs * Discuss career aspirations * Set expectations * Clarify and seek to remove any work place related barriers or problems * Review progress against professional competencies * Review the position description * Apply 3 yearly Oranga Tamariki processes (if applicable) |
| **Scope** | All employees of name of organisation will have a yearly routine performance appraisal/review. |
| **Responsibility** | CEO / Manager for staff  Chairperson / Employment Committee for CEO / Manager |
| **Reporting** | CEO / Manager to report completion through Monthly Operational Report |
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| **References** |  |
| **Related Policies /Procedures** | Employment – Performance Appraisal Procedure v1 |
| **Forms / Templates** | Role Position Description/s  360 Degree Performance Survey  Performance Appraisal Template |
| **Acts / Legislation** | Employment Relations Act 2000  Minimum Wage Act 1983  Wages Protection Act 1983  Equal Pay Act 1972 |
| **Links** | [www.employment.govt.nz/workplace-policies/employee-performance/](http://www.employment.govt.nz/workplace-policies/employee-performance/)  [www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/performance-appraisals/](http://www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/performance-appraisals/)  [www.mbie.govt.nz/business-and-employment/employment-and-skills/](http://www.mbie.govt.nz/business-and-employment/employment-and-skills/)  <https://www.surveymonkey.com/mp/360-degree-employee-evaluation-survey-template/> |