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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)
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| **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/s360 Degree Performance SurveyPerformance Appraisal Template  |
| **Acts / Legislation** | Employment Relations Act 2000Minimum 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/> |