

# EMPLOYMENT – Performance Appraisal Policy

<b>Policy</b>	<p>Professional and workplace development and support must be offered to all employees, irrespective of age, gender, race, disability, religion or culture.</p> <p>A proactive and timely approach to feedback, training and development throughout the year ensures that a positive and mutually beneficial relationship is maintained.</p>
<b>Purpose</b>	<p>The performance appraisal/review is a more formal opportunity for a manager and employee to:</p> <ul style="list-style-type: none"> <li>• Reflect on performance over the past year</li> <li>• Discuss goal outcomes</li> <li>• Discuss development needs</li> <li>• Discuss training needs</li> <li>• Discuss career aspirations</li> <li>• Set expectations</li> <li>• Clarify and seek to remove any work place related barriers or problems</li> <li>• Review progress against professional competencies</li> <li>• Review the position description</li> <li>• Apply 3 yearly Oranga Tamariki processes (if applicable)</li> </ul>
<b>Scope</b>	All employees of <b>name of organisation</b> will have a yearly routine performance appraisal/review.
<b>Responsibility</b>	<p>CEO / Manager for staff</p> <p>Chairperson / Employment Committee for CEO / Manager</p>
<b>Reporting</b>	CEO / Manager to report completion through <b>Monthly</b> Operational Report

References	
<b>Related Policies /Procedures</b>	Employment – Performance Appraisal Procedure v1
<b>Forms / Templates</b>	<p>Role Position Description/s</p> <p>360 Degree Performance Survey</p> <p>Performance Appraisal Template</p>
<b>Acts / Legislation</b>	<p>Employment Relations Act 2000</p> <p>Minimum Wage Act 1983</p> <p>Wages Protection Act 1983</p> <p>Equal Pay Act 1972</p>
<b>Links</b>	<p><a href="http://www.employment.govt.nz/workplace-policies/employee-performance/">www.employment.govt.nz/workplace-policies/employee-performance/</a></p> <p><a href="http://www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/performance-appraisals/">www.business.govt.nz/hiring-and-managing/getting-the-best-from-people/performance-appraisals/</a></p> <p><a href="http://www.mbie.govt.nz/business-and-employment/employment-and-skills/">www.mbie.govt.nz/business-and-employment/employment-and-skills/</a></p>

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	<a href="https://www.surveymonkey.com/mp/360-degree-employee-evaluation-survey-template/">https://www.surveymonkey.com/mp/360-degree-employee-evaluation-survey-template/</a>
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