



Performance Appraisal Policy



"We are supported to learn and grow as staff."

Intent

The annual performance review process is an opportunity for staff/kaimahi to reflect on and receive feedback about their performance over the previous 12 months, celebrate achievements, identify areas for development and improvement and set plans and goals for the following year.

A "no surprises" principle applies. Performance concerns are not "saved up" or raised for the first time through the appraisal process when there was a reasonable opportunity for the concerns to be addressed through ongoing performance management.

Responsibilities

Management will lead the performance appraisal process for kaimahi.

Kaimahi will:

- participate openly and honestly in planning and reviewing their performance goals
- help identify performance and development goals for the next year.



Requirements

Performance appraisals

Performance appraisals will be conducted at agreed times by the end of the financial year.

The process will cover the previous 12 months or length of time the kaimahi has been employed (if less than 12 months.) It will provide the opportunity to review achievements and challenges and to plan for the employee's development in the coming year.

Support

A kaimahi may bring a support person to the performance appraisal hui.

Record and report

The appraisal should be finalised within four weeks of the hui. The employee/kaimahi will be given an opportunity to comment with the final appraisal signed by the kaimahi and the appraiser (usually management). A copy will be given to the kaimahi and a copy placed on the employee file.

Appraisals will be considered when planning and budgeting for staff professional development and remuneration.

Compliance

NZS 8134: 2021 Healthcare and Support Workers, 2.4.5

Social Sector Accreditation Standards – Level 2, Staffing 9.0

Social Sector Accreditation Standards – Level 3, Staffing 8.0; Level 4, Staffing 1.0



Helpful links

[Professional development](#)

[Managing unsatisfactory performance](#)

[Remuneration and hours](#)

Review

Date: January 2022

Next review: December 2023