Annual performance cycle: Professional and Academic

Goal setting
1 Dec – 31 March

- 1 Dec the template for the following year is available to the employee via HORUS.
- Employee drafts goals:
  - 3-5 work goals
  - 1-2 development goals
  - Service goal/s (for Academic employees only)
- Employee is made aware of WHS and Code of Conduct.
- Supervisor reviews draft.
- Meeting to finalise goals.
- Sign off by supervisor and employee.

- Employee template is on HORUS – Professional or Academic.
- Probationary template is created upon employee commencement, with reminders to complete aligning to probation duration.

Mid-cycle check-in
1 June – 31 July

- Meeting to discuss progress year to date:
  - Work and development/ career goals/service (Academic employees)
  - Any changes needed to goals?
- Employee and supervisor each write comments aligned to goals: 1-3 sentences overall.
- Check box performance 'on-track' or 'off-track'.
- Sign off by supervisor and employee.

- Goals can be edited with sign off at any stage.
- Regular meetings expected outside formal process – any agreed updates can be input into the Focus document.
- Process accommodates change of supervisor mid-cycle.

End of cycle reflection and evaluation
1 Oct – 31 Dec

- Employee, then supervisor draft written comments.
- Meet to reflect and discuss progress.
- Employee and supervisor finalise comments.
- Overall rating (4 ratings).
- Sign off by supervisor and employee.
- Next process can be initiated if preferred from 1 December.

- People can have reflection/goal setting at same meeting and document both at end of year i.e. during December.