

# PERFORMANCE FRAMEWORK JOURNEY

LEGEND

On your own

Conversation

Support Material

	PRIOR TO CHECK-IN	FIRST CHECK-IN	PRIOR TO MID-CHECK-IN	MID CHECK-IN	PRIOR TO FINAL CHECK-IN	FINAL CHECK-IN	SIGN OFF
Employee	<div><div></div>On your own</div> <div><b>Complete the Performance Review Check-in Form on e-Hub</b>  Consider projects/work scheduled for the next 12 months and your role  Consider what development you will need to complete over the next 12 months</div>	<div><div></div>Conversation</div> <div><b>Be prepared:</b> review your Check-in Form prior to the meeting  Come prepared with examples to support your performance rating and goals  Turn off your phone or any device that could distract you from being present</div>	<div><div></div>On your own</div> <div>Keep your goals front of mind – use a diary or <b>MS Teams Tasks</b> to put key milestones and dates to keep you on track  If your goals change in-between, update your performance plan and make a comment as to why  Before the mid check-in, review the form and make comments</div>	<div><div></div>Conversation</div> <div><b>Be prepared:</b> review your Check-in Form prior to the meeting  Come prepared with examples to support your performance rating and goals  Turn off your phone or any device that could distract you from being present</div>	<div><div></div>On your own</div> <div><b>Go to e-Hub and complete the Final Check-In form.</b> Review your goals. Have you achieved them? If yes, how, if no, why? Provide examples.  Remember performance is a two-way process that provides you an opportunity to inform your supervisor on your achievements</div>	<div><div></div>Conversation</div> <div><b>Be prepared:</b> review your final Check-in Form prior to the meeting  Come prepared with examples to support your performance rating and achievement of goals  Turn off your phone or any device that could distract you from being present</div>	<div><b>Complete the electronic sign-off of the Performance Check-in form</b>  Reflect on the year and celebrate successes</div>
Supervisor	<div><b>Schedule a Performance Check-In Conversation in your calendar with the employee</b>  <ul style="list-style-type: none"><li>Speak to your employee about the Performance Review</li><li>Review the employee's comments and rating scale prior to the Check-in</li></ul></div>	<div><b>Review the Performance Check-In Form</b> completed by the employee  Come prepared with examples to support your comments and rating  Ensure all interruptions are minimised, such as Teams messages, calls or emails</div>	<div><b>Schedule a Performance Check-In Conversation in your calendar with the employee</b>  Set up a time and location to meet that is private  Gather your thoughts on their performance over the last 6 months</div>	<div><b>Review the Performance Check-In Form</b> completed by the employee  Come prepared with examples to support your comments and rating  Ensure all interruptions are minimised, such as Teams messages, calls or emails</div>	<div><b>Schedule a Performance Check-In Conversation in your calendar with the employee</b>  Set up a time and location to meet that is private  Gather your thoughts on their performance over the last 6 months</div>	<div><b>Review the final Performance Check-In Form</b> completed by the employee  Come prepared with examples to support your comments and rating  Ensure all interruptions are minimised, such as Teams messages, calls or emails</div>	<div><b>Complete the electronic sign-off of the Performance Check-in form</b>  Reflect on the year and celebrate successes  Consider the bigger picture and how the employee's goals have contributed to Council's goals and values</div>
Support	<div>The Wire – <a href="#">Performance Framework</a>  How To Guide for Employees  Guideline for Check-in Conversations  Guide for SMART goals</div>	<div><b>Remember</b> – the heart of any performance review process is the <b>conversation</b> between the supervisor and the employee  Review a checklist of actions and items to remember for your first check-in:  Employee_Leader Check-In Conversation form</div>	<div><b>Tip:</b>  Consider the mid check-in as an opportunity to recalibrate your objectives and direction</div>	<div><b>Tip:</b>  Make sure you hear what your team member and supervisor has to say and listen actively by incorporating both perspectives into the performance plan.</div>	<div><b>Tip:</b>  Reflect on how achieving the goals in the check-in have contributed to Council's goals and values</div>	<div><b>Tip:</b>  Select <b>Save as PDF</b> for a copy of the completed Performance Check-in Form.  You can always view a copy of the Performance Check-in Form via <a href="#">eHub/Performance/In Progress</a> (or <i>Completed for past forms</i>)</div>	