

OVERVIEW

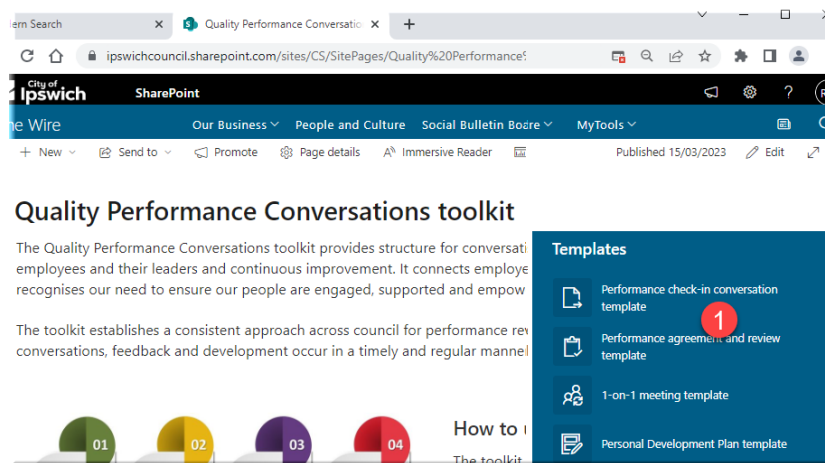
The [Performance Administrative Directive](#) (A8749886) outlines that people leaders are accountable for a minimum of two annual performance conversations with each employee. This QRG will illustrate the steps taken by staff and management to prepare performance conversation documents to be sent to People and Culture Branch.

Associated Documents

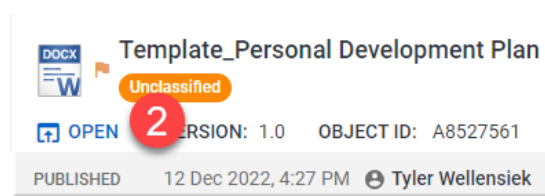
[How to register documents in IQ](#) (A8059916)

Employee Template Management

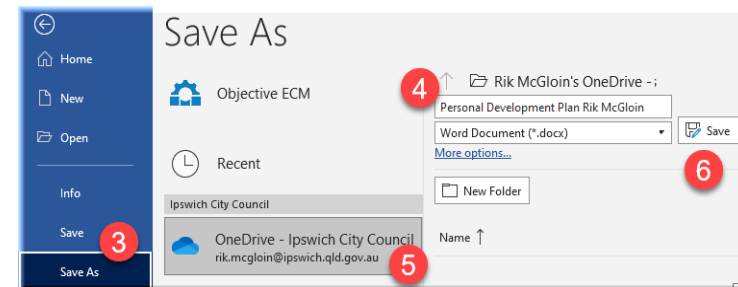
1. Click on the link to download the relevant template document from [The Quality Performance Conversations toolkit](#) page directly from The Wire.



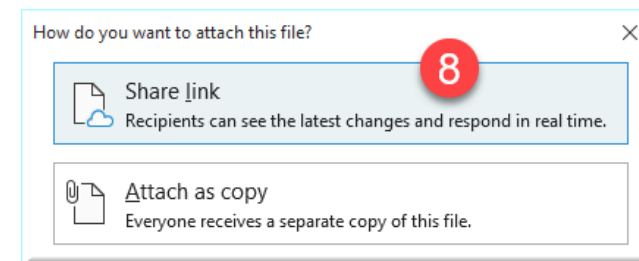
2. Click on **OPEN**.



3. As the document is a template you will need to click on File > Save as to update the document.
4. Add your name to the template type
5. Click on **One Drive**.
6. Click on the **Save** button.



7. Update the document. Save the document once you have completed it. You will now need to share your document with your supervisor.
8. Open Outlook and click on the **Attach File** icon. When prompted how you want to attach the file select **Share Link**. This will allow Staff and Managers to update any performance management documents collaboratively.



9. Once the employee and supervisor have completed their collaboration, it is time to send this document to People and Culture who will register the document.

Supervisors Performance Management Documents Management

Supervisors will need to contribute to the document that has been sent by their staff member as part of the process.

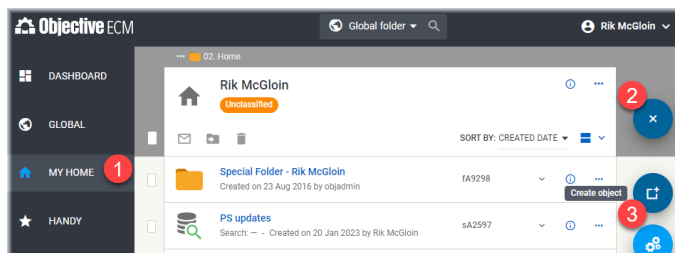
1. Open the email and Double Click on the attachment.
2. Update the document.
3. If the document needs to go back to the employee send and await further changes.
4. Once you believe the document has been completed, send the updated document as an email attachment to peopleandculture@ipswich.qld.gov.au with a CC to the employee.

Storing Performance Records as Personal Documents

The document that is sent to People and Culture becomes the corporate record of the performance conversation process. Supervisors should keep a copy for themselves, stored as **Personal Documents** in Objective. These documents can only be stored in Personal Folders.

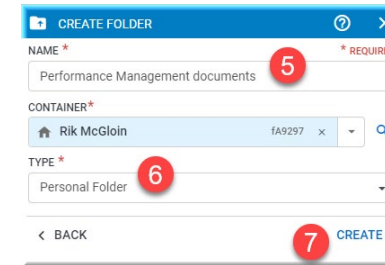
How to create Personal Folders

1. Click on **MY HOME**
2. Click on the **Action** button
3. Click on **Create Object**



4. When **CHOOSE A TYPE TO CREATE** blade opens click on **FOLDER**.

5. Name your folder.
6. Select **Personal Folder** as the folder TYPE.
7. Click on **CREATE**.



Adding documents to Personal Folders

Use [drag and drop registration](#) (A8059916) to drag your linked attachment into the personal folder you have just created. Any interaction between supervisor and employee can be stored in personal folders but **finalised Performance conversation records should be sent to People and Culture for registration. Don't forget to remove the copies of any documents from OneDrive.** Your upload screen should look like this prior to **UPLOAD**.

