

INTRODUCTION

Ipswich City Council is committed to developing and maintaining a culture based on its values of Collaboration, Communication, Integrity, Efficiency and Leadership, ensuring every person feels valued and supported at work.

iFuture, our Corporate Plan, recognises our need to ensure our people are engaged, supported and empowered to deliver at their best. This form provides a platform for conversations supporting effective relationships between employees and their leaders and continuous improvement.

Complete this form and send to your supervisor when arranging a performance conversation with your supervisor. Your supervisor will review your comments and provide feedback during your discussion.

This form is the [Performance Administrative Directive](#) in action. It establishes a consistent approach across council for performance reviews and encourages a culture where quality conversations, feedback and development occur in a timely and regular manner valued by employees and leaders alike.

For more information on conducting Quality Performance Conversations, refer to the [Quality Performance Conversations toolkit](#) or [contact People and Culture](#).

[Read the Ipswich City Council Performance Administrative Directive.](#)

GENERAL DISCUSSION

Add comments below to discuss with your supervisor during your Check-in conversation. After the conversation, update the comments to summarise key points from the discussion. Be sure to record actions agreed through the conversation and any other issues relevant to your employment.

Questions could include:

- How have things been going for you since your last check-in?
- What has been your proudest accomplishment at work /what's been going well for you?
- Is there anything that hasn't been going so well? How can your supervisor provide support?
- Are you happy with the amount and way in which you and your supervisor communicate and provide each other feedback?
- Are you clear about what's expected from you in your role?

Comments:

YOUR GOALS

Document three to six goals for you to accomplish over the next 12 months which are Specific, Measurable, Achievable, Realistic and Time-bound (SMART).

Consider your responses to the general discussion questions and the challenges your position faces over the next 12 months. Agree the number of goals and their objectives in discussion with your supervisor at your Check-in conversation.

[Learn more about writing SMART goals.](#)

Goal 1

Outline the SMART details of your goal:

Indicate the current status of goal 1:

<input type="checkbox"/> Not yet started	<input type="checkbox"/> On track	<input type="checkbox"/> Achieved	<input type="checkbox"/> On hold	<input type="checkbox"/> Behind plan	<input type="checkbox"/> Requires support	<input type="checkbox"/> Cancelled
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Goal 2

Outline the SMART details of your goal:

Indicate the current status of goal 2:

<input type="checkbox"/> Not yet started	<input type="checkbox"/> On track	<input type="checkbox"/> Achieved	<input type="checkbox"/> On hold	<input type="checkbox"/> Behind plan	<input type="checkbox"/> Requires support	<input type="checkbox"/> Cancelled
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Goal 3

Outline the SMART details of your goal:

Indicate the current status of goal 3:

<input type="checkbox"/> Not yet started	<input type="checkbox"/> On track	<input type="checkbox"/> Achieved	<input type="checkbox"/> On hold	<input type="checkbox"/> Behind plan	<input type="checkbox"/> Requires support	<input type="checkbox"/> Cancelled
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Copy/paste the tables above to include additional goals.

PERFORMANCE FACTORS

Review your current job position description (find your position description on The Wire) and consider the questions related to each performance factor. Use the drop-down menu to assign yourself a rating and add comments in each comment box below prior to arranging a Check-in conversation with your supervisor.

Your supervisor will read your comments and self-assigned rating prior to the meeting in order to provide feedback.

Use the following rating scale:

- Outstanding:** I consistently and proactively demonstrate behaviours aligned to the performance factor.
- Commendable:** I demonstrate behaviours aligned to the performance factor most of the time.
- Satisfactory:** I demonstrate behaviours aligned to the performance factor some of the time.
- Needs development:** I do not yet demonstrate behaviours aligned to the performance factor and require additional support from my supervisor.

SKILLS AND KNOWLEDGE

Reflect on your current levels of skill and knowledge. How do you demonstrate:

- the skills and knowledge required for the position?
- a good awareness of changing trends, practices or developments relevant to your work?
- seeking assistance and/or just-in-time learning when necessary?

Assign yourself a *skills and knowledge* rating and respond to each question with comments below.

<div></div>			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs development

QUALITY OF WORK

When considering the quality of work you produce, how do you:

demonstrate an understanding of your role and expectations?

demonstrate a customer/client-focused approach to work (internal and external)?

consistently produce quality outcomes and results?

Assign yourself a *quality of work* rating and respond to each question with comments below.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs development

COMMUNICATION AND WORK STYLE

Refer to the [Leadership Charter](#) and [our Values](#).

Considering your position description duties and our Values, how do you:

apply work and communication styles that reflect and uphold the Values?

interact with others to achieve shared goals?

participate in constructive conversations, enabling and respecting diversity of opinions?

adapt your style to align with the needs of others or to suit particular circumstances?

demonstrate respect in all forms of communication, both formal and informal?

Assign yourself a *communication and work style* rating and respond to each question with comments below.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs development

PRODUCTIVITY AND TIMELINES

Consider the measurable outputs relevant to your work. In what ways do you:

display drive and motivation for work tasks?

manage, plan and prioritise tasks and resources?

clarify expectations for your behaviour and performance, informing your supervisor of issues that may impact task completion?

consistently deliver high quality, accurate work, taking responsibility for your actions and performance? identify and present solutions to continuously improve work processes?

Assign yourself a *productivity and timelines* rating and respond to each question with comments below.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs development

TEAMWORK, COLLABORATION AND COOPERATION

Think of your contribution to team goals, targets or plans. How do you:

- collaborate, listen and interact effectively with others in your team and other work areas?
- show cooperation and flexibility when working through problems or issues, being accepting of outcomes?
- demonstrate and support diversity and inclusion practices in the workplace?
- provide leadership, coaching and/or guidance as appropriate to your role?
- effectively support and act as a champion of change?

Assign yourself a *teamwork, collaboration and cooperation* rating and respond to each question with comments below.

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Commendable	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs development

CAREER AND FUTURE PLANNING

Consider your career / role aspirations, work-related and personal plans that may impact on your current working arrangements.
Think about the questions and add your comments to use during your Performance Check-in conversation.

- Are you satisfied with your current role?
- Do you have a plan for what you'd like to be doing in 3-5 years?
- Do you have an interest in / readiness to explore possible job / project / secondment / acting opportunities? Would you like to learn new skills or acquire new knowledge to enable you to take on more responsibilities or apply for new roles?
- Would you like more information about possible flexible work arrangements (e.g. transition to retirement, part time work, flexible work arrangements)?
- Flexible work agreement forms and procedures. Do you have any plans to take extended leave?

Comments:

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YOUR DEVELOPMENT

Set a development action you will undertake over the next 12 months.

Consider on-the-job learning, learning opportunities within Council and training courses:

- mentoring or coaching
- shadowing opportunities training courses
- formal study wellbeing support
- project and research opportunities
- other support requirements that align with your role
- general discussion feedback and commitments, performance factors, goal discussion, and / or career and future plans.

Record your Development Action (SMART) in the comments:

Review your goals at the top of this form to ensure they align to your performance factors, career planning and development.

Save this document and share it with your manager when organising a date and time for your performance conversation.