

The eHub performance conversation 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.](#)

FREQUENCY

Performance conversation forms can be used to support Quality Performance conversations at whatever frequency and schedule has been agreed between the supervisor and employee.

You may decide on a biannual cycle aligned to the financial or calendar years, a cycle aligned the demands of your work, or a more frequent schedule like quarterly or bimonthly depending on the level of manager support required.

Examples: July, February, June
 January, December
 August, November, February, May

INSTRUCTIONS

1. Email your request to launch performance check-in forms for individuals or teams to performance@ipswich.qld.gov.au

Include the following details

- a. Branch, section and team information
- b. Names for each employee
- c. Payroll ID numbers (our unique identifier for each employee)
- d. Date/s for the forms to be launched*

*forms are open for 30 days following launch - please communicate this with your employees.

2. You will receive a reply email notifying you when the forms have been launched.
3. Each employee will receive an email notification from eHub with instructions to provide their responses to the prompts in the form.
4. The employee submits their responses to the supervisor for review and to guide the Quality Performance Conversation.
 - a. Supervisors have the option to send the form back to the employee for reference and editing during the performance conversation meeting. In this case, the form must be sent back to the supervisor
5. To complete the form following your Quality Performance Conversation, the supervisor must complete the form.

NOTES

Please allow a minimum of 14 days for your forms to be prepared and launched

As the supervisor, you will only see en-route forms in eHub. Navigate to performance in the top menu and select 'all forms' – these are ready for your review and action.