**Marking/salary guide**

**Job application**

Non-leader: 63k – 70k plus up to 10% bonus performance incentive. A proportion of this is reliant on group outputs.

Leader: 72k – 80k plus up to 10% performance incentive. A proportion of this is reliant on group outputs.

Office hand: 25k-50k (you will need to work hard to be promoted to a consultancy position)

Criteria:

Attitude—whether you have a passion for the work and are able to show it in your answers and the way you act in the interview.

People skills—whether you come across as polite and professional. Answering the questions in an appropriate manner. Being intelligent but not arrogant.

Preparation—whether it is clear you have prepared for the interview, e.g. know about the job and the organisation, follow normal interview procedure etc. Appearing confident.

Skills and knowledge—whether you are convincing that you actually have what it takes to do the job.

References—whether you have checked with your referees beforehand and how much they agree with the impression given in the interview from their previous experience of you.

For bonus:

The above attributes need to show marked improvement throughout the course to be awarded full bonus. The overall portion of your salary that becomes the bonus equates inversely to the 10% “Assignment 1: Written and Oral”. This means that if you perform perfectly in your job application you will automatically start on full salary but if you do very badly you essentially have to work hard to regain that 10% (as though the written and oral assessment is ongoing for the remaining proportion of the bonus).

**Individual performance and development**

Maintaining and achieving IPPs and IDPs that actively improve your performance in measurable ways can increase your salary grade.

If you achieve more than 80% of your goals you can go up a grade.

If you achieve less than 30% of your goals you could be demoted to office hand (or dismissed) after the appropriate performance meetings have occurred.

If you achieve less than 50% of your goals you could go down one or more grades after the appropriate performance meetings have occurred.

If you achieve all your goals and keep achieving other measurable performance indicators, you could go up even more grades.

Everybody will have a goal of adhering to their employment agreement, including following correct leave procedures.

Your base salary is determined by the initial skill level, which technically forms part of your individual portfolio, worth 45% of the course. This is initially judged by “portfolio” components of your job application, i.e. the individual abilities you bring to the course, and will be built upon by your IPPs and IDPs. It will be your job throughout the semester to prove you have the attributes you claimed to have and visibly build upon them.

**Group outputs**

The final component of your mark consists of group checkpoints, which indicate the performance of your group as a team. This is worth 45% of your mark for the course and each and every team member is equally responsible for achieving this mark. This means that a component of this mark is actually awarded for your ability to keep the team working well together to produce work. The work itself is secondary to your team’s ability to work together to produce it, i.e. producing the work is evidence that your team is working well as a team.

Individuals whose performance is detrimental to the team will lose marks in the individual portfolio assessment, but if this lack of performance is allowed by other team members to affect outputs then the whole team will lose group checkpoint marks as well. Therefore, underperforming individuals will have a lower overall mark but could still drag down their colleagues’ marks if not managed properly.

If your group fails to achieve all outputs all members could have their salary docked. Up to 45k could be assigned as commission for group outputs.

**What this means in real terms**

If you do an awesome job application up to 10% of final marks is safe.

If you prove you have great skills, attributes and knowledge up to 45% of final marks is safe.

If you ensure your group finishes all the assigned work up to 45% of final marks is safe.

**If you regularly underperform**

First, there will be a semi-formal performance meeting. Next, there will be a formal performance meeting. Finally, you will be given written warning and then could be demoted or dismissed.