



HUMAN HABITATS

Staff Reviews

Administrative Policy

February 2024

Policy Summary

Policy Name:	Staff Reviews Policy
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Attributable to:	All Staff
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A staff review helps evaluate performance, identify growth opportunities, and align employees with company goals. It supports training, career development, and recognition while boosting engagement and retention. Reviews also guide fair compensation and promotion decisions and provide insights to improve leadership and operations, driving overall business success.

Reviews

HH commits to providing formal Quarterly Reviews for staff throughout the year; two of these are to be compulsory and two are at a staff member's initiation:

- Jan-Feb: Mandated Review
- March-April: Optional - Employee Initiated
- June: Annual Performance Review in June.
- October-November: Optional - Employee Initiated

Formal staff reviews will be conducted by a staff member's performance manager and recorded.

Mandated performance reviews will be facilitated by the operations team on behalf of Performance Managers, with invites issued to each staff member, with review documentation completed and recorded.

Annual Review

The Annual Review review is to be held in June of each financial year. This review will consider staff positions/promotions, remuneration and requested for support and training.

Formal Reviews

HH commits to providing three further formal reviews for the year beyond the Annual Review; one Mandated and two optional Employee Initiated reviews each year.

Mandated Reviews will be coordinated by the Operations Team/Performance Manager, however staff are encouraged to organised optional reviews quarterly and to directly approach their Performance Manager.

For all formal reviews, the Performance Manager will have relevant performance data prepared. Operations will prepare staff performance data to be included in the Review Documentation. The Performance Manager must give Operations notice to ensure the timely preparation of Review Documentation.

Staff are encouraged to be prepared to raise milestones, achievements, work related issues, personal issues, career development, work conditions, training etc.

Staff shall ensure issues and concerns are only raised at the staff reviews and refrain from raising personal issues and concerns in other forums, such as staff meetings, client and team meetings, and work social events.

Reviews During Probation

Reviews are to be conducted and documented in line with the Management of Staff on Probation policy.
