



## ANNUAL PERFORMANCE & DEVELOPMENT REVIEW

(Form to be completed by both the team member and Manager – procedures for completion of this document on the following page). The annual performance and development review is intended to assist both you and The Salvation Army by:

- Providing the opportunity to review your accountabilities and measures which are detailed in your Position Description;
- Providing an opportunity for you to discuss your performance with your officer in charge/manager;
- Providing an opportunity for feedback and recognition of your performance during the year;

<b>Team member name:</b>		<b>Position:</b>	
<b>Location:</b>		<b>Date</b>	
<b>Length of time in role</b>			

## PERFORMANCE REVIEW

### SECTION 1 - PERFORMANCE REVIEW BASIC PROCEDURES & RATING DESCRIPTION

The Performance Review is based on the Employee's Position Description (PD), please ensure it is referred to in the performance review meeting and ask HR if you have any queries. You are required to rate (1-5) each accountability (referring to the measures) that relate to the team member's PD. These Accountabilities are the core components of the operational activities undertaken by the team member.

#### RATING THE OPERATIONAL ACCOUNTABILITIES

Rating	Assessment Description	Explanation
1	<b>Outstanding Performance</b>	The employee is consistently exceeding expectations in Measures
2	<b>Exceeds Expectations</b>	The employee is consistently exceeding expectations in most Measures.
3	<b>Solid Performer meeting all expectations</b>	The employee is meeting all their Measures and at times may be exceeding some measures.
4	<b>Developing Performer</b>	The employee is a new appointment and in a growth and learning stage in terms of meeting all their accountabilities.
5	<b>Needs Improvement</b>	The employee's performance is below expectations for full competence, although some measures/accountabilities may be satisfactory. A rating at this level anticipates that improvement is achievable, however performance support is required and a Performance Improvement Plan has been developed and is attached. <b>Performance management and improvement processes should already be underway</b>

In addition you are required to rate (A, B or C) how well the employee demonstrates the required teamwork. Alignment to TSA values and behaviours and commitment to professional development

#### RATING THEIR TEAMWORK, ALIGNMENT TO TSA VALUES, CODE OF CONDUCT AND COMMITMENT TO THEIR OWN PROFESSIONAL DEVELOPMENT

Rating	Assessment Description
A	Consistently demonstrates strong team focus and alignment to TSA values, code of conduct and commitment to their own professional development.
B	Generally demonstrates a team focus and alignment to TSA values, code of conduct and their own professional development.
C	Not meeting the required standards adequately.

**PERFORMANCE REVIEW****SECTION 2 - PERFORMANCE REVIEW RATING**

MAIN OPERATIONAL ACCOUNTABILITIES (as detailed in Position Description)	Team member Self Rating	Manager Rating	Comments (List here both achievements and development considerations based on how well the employee is meeting their accountability)
	(1-5)		
Works in cooperation with all team members	†	†	
Communicates effectively with team members			
Completes the requirements of the role in accordance with the Position Description			

VALUES AND BEHAVIOURS (as per Position Description)	Team member Self Rating	Manager Rating	Comments
	(A, B or C)		
Alignment to TSA values and behaviour including Code of Conduct	†	†	
Team Support	†	†	
Workplace Health and Safety	†	†	

<b>PERFORMANCE REVIEW</b>	

<b>SECTION 3 – FEEDBACK SECTION</b>
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**Team member to complete:-**

<b>Please provide any additional comments or issues for discussion in relation to the review or your role?</b>

**Manager to complete:-**

<b>Please provide any additional comments or issues for discussion in relation to the team member</b>

## PERFORMANCE REVIEW

### SECTION 4 - DEVELOPMENT

Manager and team member to complete:-

Please comment below if there is any additional training or development opportunities that the staff member wishes to complete.

### OVERALL RATING, COMMENTS AND SIGN OFF

Overall Performance Review Rating (eg 2B, 1A)

I have participated in the review of my performance and development plan and noted my Manager's Assessment:

Team member signature:		Date:	
Manager Signature:		Date:	
Senior Manager/Department Head:		Date:	