

# Policy Document

## Staff Performance Reviews

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### Background

This policy is a result of outcomes from a workshop by the Board of Directors on 29th June 2004.

One staff review had taken place prior to that date (July 2002). None had occurred since, and staff had identified via a survey questionnaire that performance interviews would be a valuable way for feedback to occur in both directions: from staff to the organisation or from the organisation to staff.

The policy aims to set out procedures for regular, documented job performance reviews for all staff of the organisation.

### Policy

All staff of the organisation are required to participate in job performance reviews on an annual basis with the intention of providing a supportive forum to identify ways of improving staff effectiveness and job satisfaction and to improve the effectiveness of the organisation.

Part-time or project officer staff are required to participate in "exit interviews" with the same intention, on the completion of their contract.

New staff will participate in a modified performance review three months after commencement, with the intention of identifying problems or issues early. This will provide a two way discussion and allow modifications if necessary.

Staff performance reviews will be carried out by any two Directors, but to ensure consistency of procedures, the two Directors appointed should remain the same for any one year.

A short formal statement will be prepared after the review and signed by all parties. This will provide an ongoing record for staff and the organisation.

### Procedures

1. Selection of Directors who will carry out the interviews for the current year.
2. Dates and venues suitable to both Directors and Staff to be set, ensuring privacy, confidentiality and no interruptions.
3. The appropriate format and questions should be adhered to for the interview. These are documented separately in the following files:
  - a. Performance Discussion Background – reviewers should ensure they are familiar with this document before reviews take place.
  - b. Performance Discussion Documents – reviewers should use these documents during the review.
4. Any follow up as a result of the interviews with staff members should be undertaken where ever possible.
5. Signed summaries of reviews will be stored in the Southern New England Landcare Human Resources records