



STAFF PERFORMANCE REVIEWS POLICY

Policy number	N/A	Version	4
Drafted by	Struan Ferguson	Approved by Board on	16 August 2023
Responsible person	Karen Zirkler	Scheduled review date	June 2024

Introduction

The policy aims to set out procedures for regular, documented staff performance reviews for all employees 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 performance review three months after commencement, with the intention of identifying problems or issues early. This will provide a two-way discussion and allow for 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 review will be in the form of a meeting and will cover areas such as:
 - a) Performance against work plan
 - b) Attitude and staff relations
 - c) Development
 - d) Future objectives and
 - e) Areas requiring improvement for both the subject and the organisation.
4. The appropriate format and questions as outlined in the Staff Development Review Document should be adhered to for the interview. Reviewers should ensure they are familiar with this document before reviews take place and use this document during the review.

5. Any follow up as a result of the interviews with staff members should be undertaken where ever possible.
6. Signed summaries of reviews will be stored in the Southern New England Landcare Ltd Human Resources records.
7. All formal complaints concerning performance reviews shall, in the first instance, be referred to the Chairperson.

Authorisation

A handwritten signature in black ink, reading "William Perrottet". The signature is written in a cursive style with a large, looping 'W' and a trailing flourish.

Bill Perrottet
President
Southern New England Landcare Ltd
16 August 2023