

Our Performance Conversation Approach



Regular one to ones, catch up and performance reviews throughout the year

A look at the performance form

Performance Objectives (The What)

What are you going to do? <small>Which objectives are you going to achieve and how will you deliver them?</small>	How will you know when you've achieved it? <small>What support do you need? What does good look like? How will you measure performance?</small>	When will I achieve it? <small>What timeframe will you use? Is it a short or long-term goal?</small>	Status Mid Year <small>Not started, On track, Behind on, At risk, Not achieved</small>	Status End Year <small>Not started, On track, Behind on, At risk, Not achieved</small>
Type SMART objective (aligned to business goals) here	Type comments here	Type comments here	Type status here	Type status here
Type SMART objective (aligned to business goals) here	Type comments here	Type comments here	Type status here	Type status here
Type SMART objective (aligned to business goals) here	Type comments here	Type comments here	Type status here	Type status here
Type SMART objective (aligned to business goals) here	Type comments here	Type comments here	Type status here	Type status here
Type SMART objective (aligned to business goals) here	Type comments here	Type comments here	Type status here	Type status here

There's a page for colleagues to record their performance objectives, establish their success indicators, and provide a summary of what they intend to do and by when.

Mid Year

What I've done and how I've done it
Keep a record of your mid-year conversations below

Conversation	Response
Type comments here	Type comments here

Mid-year indication: What (Objectives) rating <small>Strong Performance Performance Underperformance</small>	Mid-year indication: How (Behaviours) rating <small>Strong Performance Performance Underperformance</small>	Mid-year indication: Overall rating <small>Strong Performance Performance Underperformance</small>

Date: _____
Signed: _____

There are two similar pages (mid-year and year-end) in which colleagues can write down their overall performance assessment based on what they've done and how they've done it.

Personal Development Plan

What are my career aspirations for the future?
Type comments here

What are my key talents and strengths? (give 3 to 5)
Type comments here

What knowledge and skills do I need to improve? (give 3 to 5)
Type comments here

	This year I am going to...	This will benefit me because...	To make this happen I need to...	I will know I've achieved this when...
Development: Overwrite (use details of the following: What you're going to do to help you achieve your performance objectives What you'll do to show you're being the behaviours What you plan on doing to make closer to achieving your career aspirations	Type comments here	Type comments here	Type comments here	Type comments here

Finally, there's a page that allows colleagues to assess where they feel they are now and then map out the next steps on their personal development journey: what they want to do, how they'll make it happen and what career benefits it could bring.