Performance Planning and Review Flowchart – Senior Employees

Organisational Development (OD)

Coordinates the 360 Degree Feedback process on request from Supervisor (usually in November each year)

In consultation with the staff member's supervisor determines who will be involved as reviewers in the 360 degree feedback process (ideally 10-15 maximum)

Sets up the 360 Feedback Questionnaire in Web Kiosk

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Reviewer

Receives information from Organisational Development (early November)

Completes the confidential 360 Degree Feedback Questionnaire via Web Kiosk

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Supervisor

Receives 360 Degree Feedback report on the staff member from OD

Arranges a meeting with the staff member to complete the formal Performance Planning and Review (PPR) process (November - March)

Prepares for the PPR discussion

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Senior Employee

Prepares for the PPR discussion

Participates actively in the discussion

Reflects on discussion before adding personal comment to PPR form

Keeps a copy of the documents

Takes any agreed action to improve performance

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Supervisor

Forwards original PPR Form to OD for filing

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Organisational development

Receives, notes and files completed PPR forms in TRIM

Develops and review policy on an annual basis

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Supervisor & Senior Employee

Engage in informal discussions throughout the year to review and discuss progress

Give and receive feedback