



Performance Planning and Review Protocol

The University of New England's Performance Planning and Review Protocol is a principal tool for achieving the University's strategic objectives through linking these objectives with employee goals and achievements.

The process focuses on improving organisational outcomes through matching the development needs of employees at all organisational levels to organisational objectives.

For further information about UNE's Performance Planning and Review Protocol and its implementation, please contact the Organisation Development Unit (ODU):



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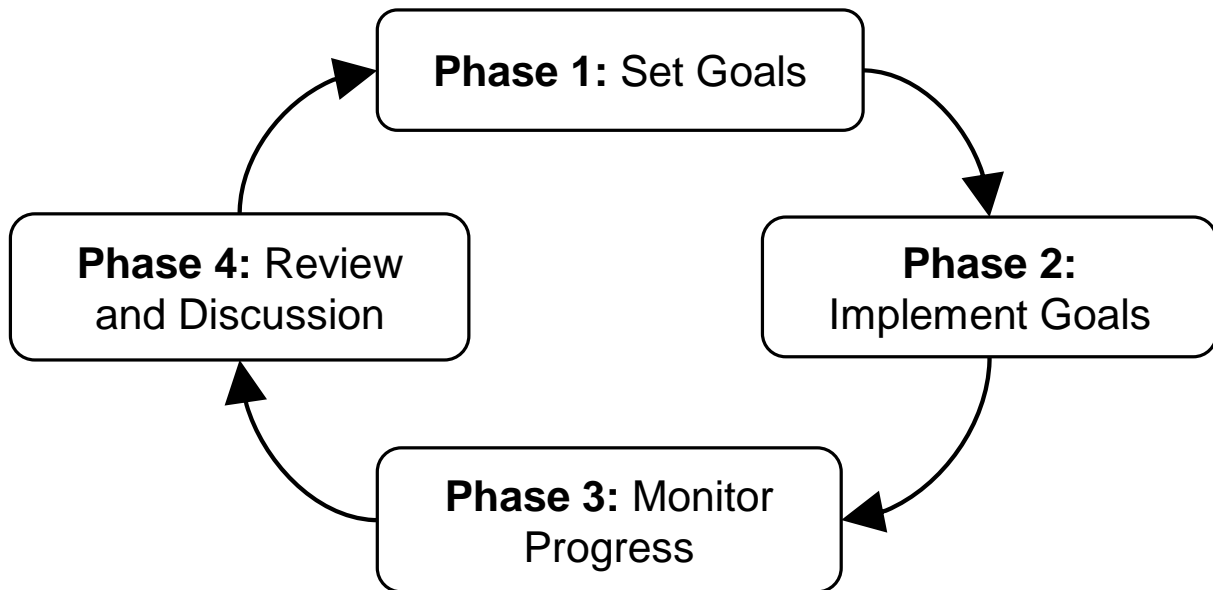
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Performance Planning and Review Protocol: Links to the UNE Strategic Plan 2011-2015

UNE's Strategic Plan 2011-2015 has been developed in consultation with staff from all levels of the University. This plan has identified the way in which UNE will pursue its vision. Central to this is the renewal of the residential system, renewal of campus infrastructure, pioneering of blended and online learning, and innovative partnerships. The Plan explains that UNE's Vision is to be a strong research based, teaching and learning university delivering outcomes in areas of strength to individuals and society. UNE's Strategic Plan relate directly to the way we organise and undertake our work. These goals of UNE direct our goals. These initiatives extend into every aspect of UNE.

The need to align all activities and to achieve distinction in all UNE's specialists fields of research requires planning. Staff recognise the need for change, and for improvements in UNE processes. Identification of opportunities to develop and stretch skills and talent within the workplace, while maintaining a focus upon the University's direction and vision, is central to our Performance Planning and Review Protocol. For Executive staff, Heads of Schools, Directors and Professorial staff the 360o feedback will provide opportunities to strengthen leadership and management capability. Performance assessment mechanisms form an integral part of professional development planning for all staff. Evaluation of performance is essential for the successful implementation of the UNE Strategic Plan 2011-2015.

Performance Planning and Review Protocol: How does it work?



Phase 1: Set goals and clarify expectations - Setting goals and clarifying expectations should be undertaken with all staff. Goals should clearly link to the UNE Strategic Plan 2011-2015. This is also an important part of the probation and salary increment processes. Good performance planning and review occurs throughout a planning cycle. Goals need to be clearly defined, measurable and achievable. These goals are Key Performance Indicators (KPIs) and are used to effectively evaluate performance.

Phase 2: Implement goals - Staff need to have a clear action and review plan to achieve their goals: be fully supported in the process; and have the opportunity to continually review and develop their skills in accordance with the strategic objectives of UNE and their own career plan. Developmental opportunities to assist staff are a key part of the protocol and can be formal, informal or on the job.

Phase 3: Monitor progress - As well as monitoring your progress it may be necessary to modify your goals. Staff should be positively supported in their endeavours to achieve their goals; and supervisors should make every effort to assist staff in this regard. Circumstances may change during a planning period, requiring a review and modification of goals. Performance planning and review is a continuing process at an individual, team or group level. Regular meetings to monitor progress and to address any issues as they arise will ensure that staff receive appropriate support and guidance.

Phase 4: Review and Discussion - This involves a self-review to allow staff to reflect on their achievements, including any training and development undertaken; and a formal discussion at the end of a planning cycle between the supervisor and staff member which is documented on the appropriate form once agreement on the outcomes of the reviews is reached between supervisor and staff member.