

CB-HR-540 Employee Performance Review Policy

Purpose

To ensure that a consistent approach is followed when conducting Performance Reviews and that job related skills, knowledge, employee competencies and behaviours are evaluated and compared against set standards and business objective.

Scope

The policy applies to employees who work under an employment contract with Clyne & Bennie (1988) Limited.

Aims

To encourage and facilitate sound performance and provide opportunities for the recognition of achievement and the acquisition of knowledge and skills.

To improve communication between staff and management.

To ensure individual employees are clear about the roles, responsibilities and expectations associated with their position and to reach regular agreement with management on goals and objectives relating to performance and development.

Responsibilities

In order to support the implementation of this policy it is the responsibility of:

Managers

- to initiate and ensure the performance review is completed for each employee as outlined.
- to provide support and guidance to staff
- to provide details of work expectations including setting performance objectives and reasonable timeframes for their achievement through coaching, mentoring and support
- to provide feedback and opportunities to the employee to discuss performance potential for career development
- to identify training and development needs through the performance review process

Employees

- to consult with management and seek advice and clarification about any aspect of their work about which they are unsure

- to provide input and express views with regard to performance objectives and so contribute to the planning of performance enhancement strategies
- to contribute to the development of training goals that meet both Clyne & Bennies and the employees' needs
- to assist with workplace training and development activities which may involve coaching others through on job training
- to self-assess achievements against Clyne & Bennies specified goals and objectives

It is the joint responsibility of management and the employee to ensure that the performance review is completed with the appropriate time frame and in the appropriate manner.

CB-HR-541 Employee Performance Review Procedures

Employment NZ - Growing Performance

Employment NZ - Setting Expectations

Employment NZ - Good Communication

End of document: "CB-HR-540 Employee Performance Review Policy"

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