

Staff Login

Click Performance Management Framework

Click Tier 2 Manager Approval

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MyAPR

Pay Data

Professional Development

Qualifications

Registration Details

Contracts and Other Documents

Transfer Request

Performance Management Framework

MyAPR

Pay Data

Professional Development

Qualifications

Registration Details

Contracts and Other Documents

Transfer Request

Performance Approval Application

Supervisor Approval Page

Tier 2 Manager Approval

Other Documents

Missing Citizenship Data:

0

All Student Financial Assistance:

\$0.00

Unknown

Students

32

Student Days Absent:

24

This school does not have students registered in other schools at the same time.

You last logged on 4/09/2024 9:05:00 AM from computer address 10.1.166.149

Student Absences Per Day

Click Select

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Teachers Helpline

You are at (1419) Cicla District School

Immediate Supervisor List of PAFs

Tier 2 Manager List of PAFs

Employee Ready For Supervisor	Type of Assessment	Performance Assessment Year	IDP	Employee Name	Position	Signed By Supervisor	Date Submitted
Select 24/07/2024	Interim Assessment	2024	85344	PENI TAWAKE MOALA	TEACHER PRIMARY	2/06/2024	2/06/2024
Select 24/07/2024	Interim Assessment	2024	112299	KINDIMERE TABAYOLA NAKAITACI	TEACHER PRIMARY	2/06/2024	2/06/2024
Select 7/12/2021	Performance Assessment	2021	87202	Shabada Shabnam Piley	TEACHER PRIMARY	14/12/2021	15/12/2021
Select 9/12/2021	Performance Assessment	2021	88962	Krishni Reddy	TEACHER PRIMARY	14/12/2021	15/12/2021
Select 2/12/2022	Performance Assessment	2022	67606	ROY TERENCE FIU	TEACHER PRIMARY	12/12/2022	12/12/2022
Select 2/06/2022	Performance Assessment	2022	67606	ROY TERENCE FIU	TEACHER PRIMARY	3/06/2022	3/06/2022

Tab

Core KPIs

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Summary

Core KPIs

Instructions: Review the employee's evidence and select your Rating for the employee's conduct

Planned activities for the year, from the activities and tasks in the work unit plan	Employee Assessment & Summary of Achievements	Immediate Manager Assessment	Tier 2 Manager (if applicable)
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Core KPI1: Code of Conduct
All actions, decisions and attitudes reflect the Code of Conduct and the values of the Civil Service

Employee Rating: 2 (KPI met)

Manager Rating: 2 (KPI met)

Rating: select
Reason for rating:

Conduct - complies with all requirements of the Code of Conduct and Civil Service Values

Policy - actively promotes and adheres to all policy directives

Discipline - does not have any discipline findings confirmed during the assessment period

Attendance - complies with work unit's working hours arrangements, completes full working hours each week

Core KPI2: Key Capabilities
Demonstrates the core capabilities of interpersonal skills, quality of work and team work as required for the role

Employee Rating: 2 (KPI met)

Manager Rating: 1 (KPI not met)

Rating: select
Reason for rating:

Tab L&D

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Learning and Development

Instructions: Review the employee's skills to be developed to enable ongoing learning and development for this and future roles

Column 1 Skills Area	Column 2 Specific skills to be developed	Column 3 Actions to be taken in next performance year to develop skills with timeframe	Column 4 Immediate Manager Comments	Column 5 Tier 2 Manager Comments (if applicable)
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Role specific technical skills

Communications and Customer Service

Tab Upload Documents

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Upload

Please upload a pdf or jpeg or png of your myKPA form. Word documents are not accepted. Do not attach any other evidence or documentation.

File Name:

1) Choose File No file chosen
2) Upload PDF This button will only be enabled if you have given 3 as a rating in your Primary KPIs.
No document uploaded yet

➔

Column 1: Manager to Complete

The following recommendation/s is/are made:

- ☒ Confirm appointment at end of assessment
- ☐ Confirm appointment at end of probation
- ☐ Terminate appointment at end of probation
- ☐ Implement a performance improvement plan to address poor performance

☒ I grant permission for the employee to sign remotely.

Column 2: Employee to complete

This performance assessment has been discussed with me:

- ☒ Assessment and Recommendations Agreed
- ☐ Assessment and Recommendations Not Agreed

Comments:

Employee's portal password:

Column 3: Tier 2 Manager to Complete

☐ Submit to HR
Date:
By:

Summary of Ratings and Final Assessment

	% of Primary KPI at Rating 2 or 3 (from Section 1)	% of Core KPI Met (from Section 2)	Weighted % of KPI Met
Employee	100.00	100.00	100.00
Immediate Manager	80.00	50.00	74.00