

MINISTRY OF EDUCATION, HERITAGE & ARTS

How to complete this Annual Performance Assessment:

Annually in April, all employees will undertake a formal, annual performance assessment. The assessment is evidence based, against the Individual Work Plan (aligned to the Operational Plan), measuring performance against Key Performance Indicators, the Code of Conduct and Core Capability requirements. Assessment results are not final until ratified through the Ministry Performance Moderation Committee, in accordance with the Performance Management Guideline. Where the employee is assessed as 'developing competence' a learning and development plan will form part of this assessment. Annually in November, all employees will undertake a mid-year performance assessment using this form. Mid-year assessments are not moderated; they are intended to provide feedback and encourage communication between the employee and supervisor. This performance assessment is to be completed in strict adherence to the Civil Service Code of Conduct.

Part 1 Employee details: HR completes

Employee Name:		TPF/EDP/FNPF No		Position Title:	
Department/Section		Division/Location:		Salary Band/Step	
Position Commencement:	___ / ___ / ___	Current Contract start date:	___ / ___ / ___	Current Contract end date:	___ / ___ / ___
Supervisor Name:		Supervisor's Title:		Supervisor Band	

Part 2 My Individual Work Plan: Employee completes – please refer to your job description and the Ministry Operational Plan. Except as provided for in transition, employees will prepare their Individual Work Plan on confirmation of appointment and annually in May.

Key Performance Indicators (KPIs) (From your Job Description)	Planned Activities (How you will achieve your KPI)	Anticipated Evidence of Achievement	Ministry Operational Plan Outcomes/Outputs
My Individual Work Plan has been discussed and agreed.	Employee's Signature and date:	Supervisor's Signature and date:	

EMPLOYEE NAME:

SCHOOL:

Part 3 My Performance Assessment: Employee completes first – please refer to your job description and the Ministry Operational Plan.

Key Performance Indicators: (from Part 2 Individual Work Plan)	Actual Evidence of Performance: Confirm what you completed from your planned activities from part 2	Employee Rating (choose one) <input type="checkbox"/> Developing competence <input type="checkbox"/> Fully competent <input type="checkbox"/> Exceeds expectations	Supervisor Rating (choose one) <input type="checkbox"/> Developing competence <input type="checkbox"/> Fully competent <input type="checkbox"/> Exceeds expectations

Supervisor Comments: Supervisor to provide specific examples to support their assessment of the employee's performance and include in feedback to the employee.

EMPLOYEE NAME:

Part 4 Code of Conduct: Employee completes first – please refer to your job description and the Ministry Operational Plan.

	Evidence	Employee Rating (choose one) Developing competence Fully competent Exceeds expectations	Supervisor Rating (choose one) Developing competence Fully competent Exceeds expectations
All actions, decisions and attitudes reflect the Code of Conduct and the values of the Civil Service.			

Part 5 Core Capability Requirements - Employee completes first– please refer to your job description and the Ministry Operational Plan.

Core Capability Requirements	Evidence	Employee Rating (choose one) Developing competence Fully competent Exceeds expectations	Supervisor Rating (choose one) Developing competence Fully competent Exceeds expectations
1. Interpersonal skills Works to effectively build good relationships with customers, supervisors and peers.			
2. Quality of Work Completes quality work within timeframes following standards and procedures of public service.			
3. Team Work Works cooperatively as part of the team. Exchanging ideas and contributing knowledge skills that complement those of other team members. Fulfils commitments to team.			

EMPLOYEE NAME:

<p>4. Management (For supervisors and managers only)</p> <p>Provides effective management of staff to deliver on Ministry outcomes and outputs.</p>	<p>Minimum requirements: (tick each box where there is evidence of achievement)</p> <p><input type="checkbox"/> plans for the unit and sets clear goals</p> <p><input type="checkbox"/> monitors work outputs <input type="checkbox"/> Builds staff capacity and identifies gaps in performance. <input type="checkbox"/> provides encouragement, coaching and mentoring for staff as required <input type="checkbox"/> ensures all staff have individual work plans <input type="checkbox"/> ensures all staff have job descriptions <input type="checkbox"/> holds regular, performance feedback sessions.</p>		
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<p>5. Corporate Responsibility (For supervisors and managers only)</p> <p>Actively contributes to corporate outcomes and follows financial and human resource management guidelines, regulations, principles, and standards in all aspects of their work.</p>	<p>Minimum requirements: (tick each box where there is evidence of achievement) completed training on <input type="checkbox"/> OMRS Panel, <input type="checkbox"/> Discipline, <input type="checkbox"/> Investigation Officer. <input type="checkbox"/> Member of a recruitment panel <input type="checkbox"/> Member of an investigation panel (if required) <input type="checkbox"/> Unit budget prepared / managed</p>		
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Supervisor Comments: Supervisor to provide specific examples based on observation or on dependable reports, to support their assessment of the employee in Part 4 Code of Conduct and Part 5 Capability Statements and include in feedback for the employee.

EMPLOYEE NAME: _____

Part 6 Learning and Development: Employee to complete – please identify the skills to be developed to enable ongoing learning and development for this and future roles.

Skills to be developed	Actions to develop skills	Desired Outcome (What will others see if this is achieved)	Timeframe to be achieved by	Supervisor Comments

Part 7 Overall Assessment: Supervisor and employee to complete (not completed for mid-year assessment, only completed annually in April)

Supervisor's Overall Recommendation - refer to definitions	Supervisor's Signature	My assessment has been discussed (employee)	My learning and development plan has been discussed and agreed (if required) (employee)	Employee's signature:
<input type="checkbox"/> Developing Competence Step _____ <input type="checkbox"/> Fully Competent – Step 4 <input type="checkbox"/> Generally exceeds expectations <input type="checkbox"/> Consistently Exceeds expectations <input type="checkbox"/> Consistently Exceptional	 _____ / / _____	<input type="checkbox"/> Assessment Agreed <input type="checkbox"/> Assessment Not Agreed _____ / / _____	<input type="checkbox"/> Plan Agreed <input type="checkbox"/> Not Agreed _____ / / _____	 _____ / / _____

Moderation: All ratings are provisional, and subject to moderation. The Ministry Central Moderation Committee completes a final schedule of recommendations to the Permanent Secretary for authorisation, in agreement with the Minister, of any increment or performance payment. Final ratings will be confirmed, the appeal period commences from notification of final ratings after moderation.

EMPLOYEE NAME:

Performance Assessment Definitions				
Developing Competence 1-2-3	Fully Competent – 4	Generally Exceeds Expectations	Consistently exceed expectations	Consistently exceptional
Developing competence –Is able to perform all duties of the role only with supervision at a level greater than that applicable to the level of the position (refer to the guideline for specific differences between 1, 2, 3).	Achieves a rating of 100% - fully competent - in all areas of performance assessment, including a minimum of 75 - 80% of planned work within approved timelines. Is able to perform all duties of the role with normal supervision as applicable to the level of the position	Achieves at least 30% of ratings above fully competent in all areas of performance assessment, including a minimum of 90% of planned work within approved timelines. Is able to perform all duties of the role with normal supervision as applicable to the level of the position	Achieves at least 60% of ratings of fully competent in all areas of performance assessment, including a minimum of 100% of planned work within approved timelines. Is able to perform all duties of the role with supervision as applicable to the level of the position	Achieves at least 90% of ratings above fully competent in all areas of performance assessment, including a minimum of 100% of planned work within approved timelines. Demonstrates initiative and drive, contributes to performance improvements of the Ministry. Is able to perform duties of the role with less supervision that would normally applicable to the level of the position