

MINISTRY OF EDUCATION, HERITAGE & ARTS

How to complete this Probation Assessment:

Within the first month of appointment, the employee completes and agrees to the work plan (Part 2) - the work plan should include activities for completion within the probation period. Within one month of completion of probation, performance will be assessed, 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 Framework. Where the employee is assessed as 'developing competence' a learning and development plan will form part of this assessment. 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	
Current Contract start date:	____/____/____	Probation period (months)		Probation 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 prepare their Individual Work Plan for the period of their probation.

Key Performance Indicators (KPIs) (From your Job Description)	Planned Activities (How you will achieve your KPI, during probation period)	Anticipated Evidence of Achievement	Ministry Operational Plan Outcomes/Outputs

EMPLOYEE NAME:

SCHOOL:

My Individual Work Plan has been discussed and agreed.

Employee's Signature and date:

Supervisor's Signature and date:

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) •Developing competence •Fully competent	Supervisor Rating (choose one) •Developing competence •Fully competent

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:

SCHOOL:

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	Supervisor Rating (choose one) •Developing competence •Fully competent
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	Supervisor Rating (choose one) •Developing competence •Fully competent
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.			
4. Management (For supervisors and managers only) Provides effective management of staff to deliver on Ministry outcomes and outputs.	Minimum requirements: (tick each box where there is evidence of achievement) <input type="checkbox"/> plans for the unit and sets clear goals <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.		
5. Corporate Responsibility (For supervisors and managers only)	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"/>		

EMPLOYEE NAME:

SCHOOL:

Actively contributes to corporate outcomes and follows financial and human resource management Guidelines, regulations, principles, and standards in all aspects of their work.	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		
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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.

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

EMPLOYEE NAME:

SCHOOL:

Part 7 Overall Assessment: Supervisor and employee to complete within one month of Probation completion.

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"/> Extend Probation <input type="checkbox"/> Confirm appointment	 _____/_____/_____	<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, for confirmation of appointment or extension of probation. The appeal period commences from notification of final ratings after moderation.

Performance Assessment Definitions			
Developing Competence 1-2-3			Fully Competent – 4
Does not achieve a rating of fully competent in all areas of the performance assessment, including completion of less than 80% of planned work with approved timelines. 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			
Beginning in the Role – requires supervision and training for most tasks, most work can only be completed following instruction and with supervision (less than 40 % of work can be completed without prior instruction or supervision). Appointment can be confirmed or probation extended.	Developing into the Role – requires supervision and training for some tasks, some work can only be completed following instruction and with supervision (approx. 40 – 60 % of work can be completed without prior instruction or supervision). Appointment can be confirmed or probation extended.	Competent – can complete most tasks, requires supervision and training for new tasks or for tasks not completed often (approx. 70 – 80% of work can be completed without prior instruction or supervision). Appointment should be confirmed.	Achieves a rating of 100% - fully competent -in all areas of performance assessment, including a minimum of 75% 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