

Performance Planning and Review Policy



1 Purpose

To outline the principles for performance planning and review.

2 Scope

This policy applies to all Employees, excluding Employees that are employed as a casual appointment.

3 Policy Statement

The University is committed to performance excellence by creating a positive and stimulating environment in which Employees can operate effectively, achieve success and satisfaction in their work, and contribute to the achievement of the University's strategic priorities. The University provides a comprehensive and transparent performance planning and review process to improve performance and efficiency and assist in the achievement of the University's goals and objectives.

4 Principles

The principles of performance planning and review are:

- Performance planning and review is undertaken to ensure alignment between the performance and development of an individual Employee and the operational and strategic priorities of the University.
- Undertaking regular performance planning and review conversations is important for all Employees and is aimed at developing an active and constructive partnership between an Employee and their Supervisor.
- Through performance planning and review conversations, Employees and Supervisors are able to clarify the Employee's responsibilities, agree on standards of performance, plan work and development activities, and provide feedback.
- Employee performance is an ongoing and shared responsibility between the organisation, the Employee and their Supervisor. Performance planning and review is a two-way process that includes both formal and informal conversations.

- Performance reviews will identify Employees whose continued high quality performance could be recognised and rewarded, and provide an opportunity for accelerated incremental progression.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

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| Accountable Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Responsible Officer | Chief People Officer |
| Policy Type | Executive Policy |
| Policy Suite | Performance Planning and Review Procedure |
| Subordinate Schedules | |
| Approved Date | 15/4/2024 |
| Effective Date | 15/4/2024 |
| Review Date | 15/4/2029 |
| Relevant Legislation | Enterprise Agreement |
| Policy Exceptions | Policy Exceptions Register |
| Related Policies | |
| Related Procedures | |
| Related forms, publications and websites | Performance planning and review knowledge articles |
| Definitions | Terms defined in the Definitions Dictionary |
| | Employee |
| | A person employed by the University and whose conditions of |

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| | <p>employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> |
| | <p>Definitions that relate to this policy only</p> |
| | <p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p> |
| <p>Keywords</p> | <p>Performance planning and review, PPR, performance management, performance conversations, feedback, goals</p> |
| <p>Record No</p> | <p>23/626PL</p> |