



Performance Development and Rewards

Quick reference card

Hints and Tips for Managers

Establish Performance Plan

- ▶ Clarify the purpose of the meeting and what the outcomes need to be.
- ▶ Use open questions to obtain relevant information, i.e. “What are your key strengths and areas for development?”
- ▶ Brainstorm potential performance and development objectives using the menu of measures.
- ▶ Set clear expectations.
- ▶ Remember to align performance objectives to business unit plans.

Mid- and End-Cycle Review Discussions

Preparing for a Performance Discussion

- ▶ Spend time reviewing evidence of your Direct Report’s progress and their self review.
- ▶ Obtain feedback from managers that work directly with your Direct Report – where they are closer to a specific aspect of their work performance.
- ▶ Prepare questions for your Direct Report to consider in the feedback meeting.
- ▶ Consider how the Direct Report will react to feedback.

Starting a Performance Discussion

- ▶ Show your respect by switching off your mobile phone, diverting your work phone and being on time.
- ▶ Discuss the purpose of the meeting and agree how much time is available for the discussion.

Providing Effective Feedback during a Performance Discussion

- ▶ Be open and honest with your feedback.
- ▶ Highlight strengths and congratulate where appropriate.
- ▶ Concentrate on the behaviour, not the person and be specific, not general.

Ending a Performance Discussion

- ▶ Agree clear action items and commit to a time to follow up the action items.
- ▶ Reinforce key achievements and strengths.
- ▶ Remember, the performance review discussion should always end positively with your Direct Report motivated to achieve their objectives.

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The new Performance, Development and Rewards approach

step 1

DEVELOP Performance Plan

- ▶ Draft Performance Plan (objectives and Personal Development Plan)
- ▶ Agree Performance Plan
- ▶ Manager review and sign-off

step 2

CONDUCT Mid-Cycle Review

- ▶ Review Performance Plan
- ▶ Mid-cycle performance discussion
- ▶ Manager sign-off

step 3

CONDUCT End-Cycle Review

- ▶ Review own performance
- ▶ Manager reviews performance
- ▶ Performance discussion
- ▶ Rating progresses to Moderation

step 4

CONDUCT Moderation Process

- ▶ Ratings moderated at Business Unit level and Corporate level
- ▶ Final rating communicated

How to locate the Online PDR Tool

Start at the Staff Home Page
www.swinburne.edu.au/staff

Under **Human Resources**,
Click on **Employee Web Self Service**

Click on the **EWSS Quick Link**
and log in

Click on **Performance and Development** in the left-hand menu bar

Tip – add it to your favourites for easy access by clicking “Favourites” and choosing “Add to Favourites” from the drop down menu

