

# 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

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

	<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><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<p><b>Definitions that relate to this policy only</b></p>
	<p><b>Supervisor</b></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><b>Keywords</b></p>	<p>Performance planning and review, PPR, performance management, performance conversations, feedback, goals</p>
<p><b>Record No</b></p>	<p>23/626PL</p>