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.

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- 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

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Performance Planning and Review Procedure
Subordinate Schedules	
Approved Date	7/7/2025
Effective Date	7/7/2025
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

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

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