

JOHN READINGS PTY LTD

### Policy and Procedures

POLICY TITLE:	PERFROMANCE REVIEW
ADMINISTERED BY:	DIRECTOR, HUMAN RESOURCES MANAGEMENT
APPLICABILITY:	ALL NEW EMPLOYEES

### Policy Statement

The work performance of all employees is to be reviewed regularly. This review should comprise regular informal feedback from the employee's immediate supervisor and a formal performance review conducted annually.

### Policy Objective

Conducting regular reviews of work performance will achieve the following results:

- Employees will clearly understand what is expected of them and how their performance is viewed by their immediate supervisor,
- Employees will be encouraged to reach their full work potential within realistic time frames,
- Managers and supervisors will develop, implement and maintain equitable and realistic performance standards in their work areas,
- Supervisors and managers will have the opportunity to manage poor performance.

## Procedures

- All employees are encouraged to discuss their job performance and goals on an informal basis with their immediate supervisor and to conduct interim performance reviews on an as-needed basis, preferably half yearly,
- Performance reviews are formally scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's hire date or last promotion date,
- Performance reviews must be conducted prior to a transfer, relocation, promotion, re-assignment or salary adjustment and must accompany all salary changes,
- Performance standards should be documented, and employee performance rated on a scale that clearly shows whether performance is acceptable,
- Performance feedback must be clear, supportive, and focus on employee development,
- Employee development plans should be compiled at the end of the performance review, and progress monitored regularly.

