

Midyear Review



The purpose of this review is to track your objectives and promote achievements, opportunities, development and progress.

The Conversation

The review is a two-way conversation between you and your manager and should focus on your Performance Workplan.

The Midyear review conversation is an opportunity for staff and managers to:

1. receive feedback and discuss current achievements
2. discuss whether agreed individual and development objectives are still achievable, realistic and relevant:
 - at this point in the performance cycle
 - to the staff member's changed role (if applicable).

Discussion Points

The conversation is a back and forth discussion and there are many questions that can be asked during this phase.

Example questions include:

- Are you enjoying your current role?
- Which objectives have already been achieved? (Refer to objectives listed in the Performance Workplan)
- What factors (if any) have prevented the achievement of performance objectives?
- Are there any concerns about work? (identify obstacles and suggest ways around them)
- What other achievements have been accomplished / or work proposed that is a new objective since the objective setting phase?
- Are there any new development areas that have been identified?
- What development activities have been completed or progressed during this performance cycle?
- How have the development activities assisted in achieving the objectives?
- How can management best support you in the achievement of your performance objectives?

Measuring Progress

Once the Objective Setting phase is complete, you can update your objectives. Look at the Midyear review not as one step, but as a gradual process throughout the phase. It's important to regularly update your workplan so that it is current and you are continually focused on your objectives for the year.

Objectives

During this time, objectives can be edited, deleted and added.

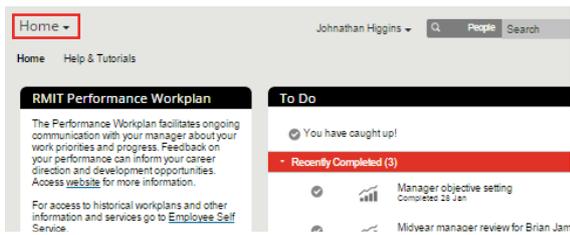
Objective Status

Update the status of your objectives to continually track your progress. This will also give your Manager a good insight into how you're tracking.

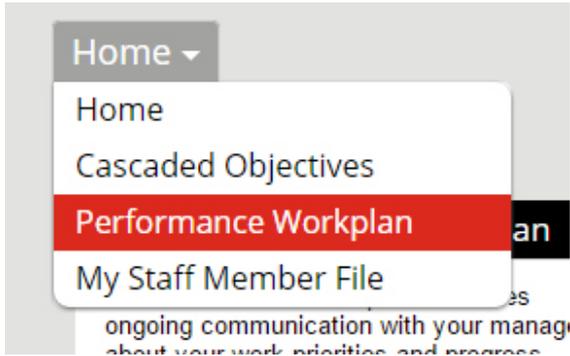
Date

Update the End Date if there is any shift in the timeline for your objective.

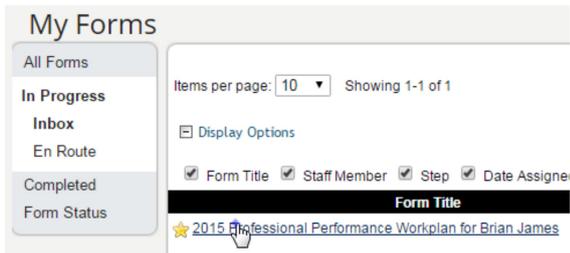
Open a Workplan



1. Click the Main Navigation drop down menu



2. Click **Performance Workplan**



3. Click the workplan link
4. The Workplan displays

Update Workplan

Update Objectives to continually measure your progress throughout the year.

Add new Objectives

1. Click the **Add Objective** button
2. Enter the details for the new objective



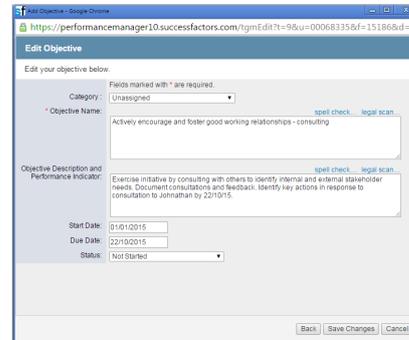
Delete Objective

Click the **Delete** link to delete the objective



Edit an Objective

1. Click the **Edit** link, then edit the following fields as required:
2. Edit the **Objective name**
3. Edit the description of the objective in the: **Objective Description and Performance Indicator** field (Individual); or **Objective Description and Support** field (Development)
4. Edit the **Due Date**
5. Select the new **Status**
6. Click **Save Changes**



Complete Midyear Review Phase

Describe your achievements to date with objectives and behavioural expectations including any strengths or areas of improvement and development.

Staff Member midyear comments



Complete the MidYear Phase

1. Enter the midyear comments
2. Click **Send to manager for review**
3. Enter the comments for your manager's email notification
4. Click **Send to manager for review**

Once your manager has completed their part of the process, the workplan will be sent back to you.

Access the workplan, review your manager's comments and complete the midyear phase.