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

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.

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

Need more info? Contact HR Assist Ext: #50600
To access Staff Central and training resources, go to http://www.rmit.edu/staff