End of year appraisal

The End of Year appraisal is a time for both you and your manager to reflect on your progress and achievements for the year, as well as discuss opportunities and new objectives.

Staff Appraisal

In preparation for the End of year appraisal, you should reflect on their own performance throughout the year and demonstrate which objectives and behavioural expectations have been met, exceeded or not met.

Appraisal

You have an opportunity to self appraise and demonstrate your achievements based on your objectives and performance indicators. Your manager should provide feedback that is supported by evidence and observation and clearly demonstrates the reasons for your performance appraisal.

Appraising Performance

At the End of year appraisal you will receive an overall performance appraisal.

Outstanding
Achieving all and consistently exceeding performance expectations and behaviours in all areas.

Exceeds expectations
Achieving all and frequently exceeding performance expectations and behaviours in a number of areas.

Meet expectations
Achieving all performance expectations and behaviours.

Improvement needed
Meeting performance expectations and behaviours in some areas, other areas require improvement.

Unsatisfactory
Performance and behaviours consistently below expectations, immediate corrective action is necessary.

No appraisal
New staff member or a staff member on long term absence.

Appraising the Behavioural Capability Framework

The following end of year appraisal indicators are used for behavioural expectations.

Strength
Demonstrates behaviour as a strength.

Meets expectations
Demonstrates behaviour meets expectations.

Development needed
Development is required to meet expectations.
Objectives

You and your Manager need to review and update the status of each Cascaded, Individual and Development objective. Click the ? icon for definitions of each status and be sure to enter supporting comments.

Click the Objective Details tab to view the original description.

The Behavioural Capability Framework

Review each BCF statement and select the appropriate self appraisal ratings and add supporting comments.

End of year appraisal

Select an overall rating for the year and add any relevant overall feedback and comments.

Signature

I acknowledge that I have discussed and understand what is outlined in this Performance Workplan and have received feedback.

Staff Member: Michael Brown has not signed yet

At the end of the phase, the Staff member completes an electronic signature to acknowledge the changes they've made, and the feedback that they've received.

1. Review the acknowledgement statement
2. Click the Complete end of year appraisal phase button
3. Confirm the completion and click the second Complete end of year appraisal phase button

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