

PERFORMANCE AGREEMENT TEMPLATE

| Employee name: | | Job title/classification: | |
|----------------------|----------|---------------------------|--------|
| Date of agreement: | | Period of agreement: | to |
| Planned review date: | Interim: | Planned review date: | Final: |
| | | | |

Performance agreements usually apply for a period of 6 to 12 months.

PERFORMANCE GOALS

To be completed with the employee during the initial performance discussion meeting.

| Main duties/responsibilities | Required outcomes | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Task or behaviour required for the job | Describe what the employee needs to do to achieve the task or responsibility successfully | | |
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| List the tasks and responsibilities that are relevant to the employee's position from the duty statement. E.g. Monitor email enquiries. | The required outcomes must be specific, measurable and realistic. In most cases, the required outcomes will be described as a measurement of quality, quantity or timeliness. E.g. All enquiries must be responded to within 2 business days of receipt. | | |

| Behavioural expectations | Required outcomes | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--|--|
| E.g. Social media policy | E.g. Abide by the social media policy. Uphold and apply the values and conduct outlined in the standards. | | |
| Statement of standards for Ministerial Staff | Uphold and apply the values and conduct outlined in the standards. | | |
| Agreed standards of behaviour for non-ministerial employees e.g.: | | | |
| exhibit professionalism under pressure maintain respectful relationships with all stakeholders comply with any policies or procedures for workplace health and safety, including reporting all incidents of bullying and harassment act with honesty and integrity uphold privacy and confidentiality protocols, policies or agreements disclose any conflicts of interest | | | |
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LEARNING AND DEVELOPMENT PLAN

To be completed with the employee during the initial performance discussion meeting.

| Areas for development | Required outcomes |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Enter details of the skills and behaviors the employee would like to improve. This may be to improve outcomes or to develop new skills for future career goals | List agreed strategies to achieve the development |
| E.g. Improve customer service skills to assist with handling complex enquiries from constituents. | E.g. Coaching, on-the-job training, external training through the Professional Development Program, online training, Comcare training. |

PERFORMANCE AGREEMENT APPROVAL

| Employer signature: | | Employee signature: | | | | | |
|--------------------------|------------------------------------------------------------------|---------------------|------------|--|--|--|--|
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| | Print name: | Pr | rint name: | | | | |
| | | | | | | | |
| | Date: | Da | ate: | | | | |
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| EMPLOYEE SELF-ASSESSMENT | | | | | | | |
| Employee to | complete before the interim and final review meeting. | | | | | | |
| How do you | think you have performed against each of your performance goals? | ? | | | | | |
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| What areas | would you like to develop? | | | | | | |
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| Other comn | nents: | | | | | | |
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MANAGER'S FEEDBACK

Manager to complete after the mid-year and final performance discussions. How do you think the employee has performed against each of their performance goals? What areas would you like to see the employee focus on in the future? Other comments: **END OF AGREEMENT APPROVAL Employer signature: Employee signature:** Print name: Print name: Date: Date: