###### Introduction

The objectives of YBE’s Performance Review procedures are to:

• Provide an opportunity for the employee and his/her Supervisor/Co-ordinator/ Manager to set mutual objectives.

* Provide a fair and effective means for making personnel decisions.
* Recognise the employee’s contribution to YBE.
* Provide a forum for discussion of the employee’s strengths and for identification of areas where improvement may be needed.

• Improve performance of the employee.

###### Relevant Definitions

**CEO** Chief Executive Officer

**CFO** Chief Financial Officer

**Code of conduct** is the conduct required by all YBE employees

**Co-ordinator** a person employed by YBE under an employment contract as a Co-ordinator.

**Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

**FWA** Fair Work Australia.

**HR** Human Resources Officer

**Manager** a person employed by YBE under a written contract as a Manager.

**Performance Review** Manager/Co-ordinators/Supervisor complete a systematic evaluation of an employee's work behaviour by comparing it with pre-set standards, then documents the results and use the results to provide feedback to the employee to show where improvements are needed and why.

**Superviso**r a person employed by YBE under a written contract as a Supervisor.

**YBE** YBE (2) Pty Ltd.

###### Procedure for Review

Procedure to ensure balance and objectivity the review is a 6-step process:

1. Inform the employee at least two days prior to conducting the probation or performance review.
2. Prior to the review meeting, the employee receives the Performance Evaluation Form for self-assessment. In instance of Probation review, this step is not implemented.
3. Prior to the meeting the Supervisor/Co-ordinator/ Manager will review the previous Performance evaluation form
4. At the meeting the Performance Evaluation of the employee is discussed. In instance where performance of the employee does not meet the expectations, Supervisor/Co-ordinator/ Manager will discuss the suitable and relevant step from the following below with HR.

* Performance Improvement Plan
* Training Requirement
* Warning Letter
* Probation Extension

1. At the conclusion of the review all parties at the meeting sign that they agree with the performance evaluation
2. The documentation will be sent to with detailed comments no later than two business days.

###### Performance Review Meeting

Make sure the review meeting is held in a confidential manner behind closed doors and ensure the Direct Supervisor and Coordinator is present.

All comments and evaluation by the employee should be recorded on the performance review documentation. This can be completed as part of the discussion or by adding the comments at the completion of the discussion.

The last part of the review is to set positive goals for the employee to achieve prior to the next review.

###### Closing the Review

When the performance review is complete, the Manager / Co-ordinator / Supervisor, and the Employee should sign the Performance Review document.

The signature indicates that the employee has read the documents, not that he/she agrees with the contents. If the employee refuses to sign the form, indicate this on the form. The employee should be provided a copy of the Performance Review documents. If the employee disagrees with the evaluation, he/she may share his or her concerns with the next level of management and/or submit a written rebuttal to be placed in the personnel record.

###### Documentation

The Performance Review should be submitted to HR for inclusion in the employee’s personnel record

###### Responsibilities

The HR is responsible for the implementation of this procedure in conjunction with the Manager / Co-ordinator / Supervisor.

In instance where performance reviews and probation reviews are not conducted in a timely manner, the following escalation process will be implemented by HR.

###### Supporting Documents

* PERFRM008 Probation Performance Evaluation
* PERFRM009 Performance Evaluation - Employees
* PERFRM010 Performance Evaluation - Leadership
* PERFRM006 Performance Improvement Plan
* PERFRM012 Performance Review Policy

# Responsibilities

The HR Officer is responsible for the implementation of this procedure.

Document History and Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version** | **Date Approved** | **Approved by** | **Signature** | **Created By** | **Signature** |
| **1.0** |  |  |  |  |  |