

Tick when complete

There is a guide to explain the Performance Appraisal (PA) process.

1. Obtain the Position Description developed for the role (refer to section 1.2 for Position Description Template).
  
2. Read the [Performance Appraisal Information Guide](#) which outlines the process to be followed.
  
3. Complete the Performance Appraisal Process and file the [Performance Appraisal Form](#) on the employee's personnel file. The follow up processes needing to be completed are:
  - a. Make any agreed changes to the Position Description to keep it up to date.
  
  - b. Separate Performance Development Plan (this will be utilised in the Section 2.2 - Training and Development).
  
  - c. Note the overall rating for the employee (this will be utilised in Section 2.3 - Salary Advancement Process).
  
4. [Performance Appraisal Short-form](#). A shorter review form has been developed for roles that do not warrant an extensive process and to provide the employer with alternative options on how to conduct the review.