



Performance reviews information sheet

Why performance reviews?

Performance reviews should be used to:

- develop the employee's skills and knowledge
- enhance the employee's work performance
- identify career development and educational opportunities
- cultivate supportive management and staff relationships.

Performance reviews must not be used:

- for disciplinary purposes
- to notify of potential role changes
- to inform or convey selection or promotion decisions.

What makes a good performance review?

To be constructive, performance reviews must be planned, structured and supportive. They should:

- consider work performance over an agreed timeframe – the performance cycle¹
- be based on the employee's position description
- invite the employee to reflect and comment on the systems and management practices in place to support their performance and development – as well as their own performance.

During the performance review, the reviewer should:

- invite the employee to reflect on their work during the performance cycle
- show appreciation and recognition for their achievements
- encourage the employee to raise problems and discuss and identify potential solutions with them.

The employee should take the opportunity to also:

- discuss their hopes and expectations for the next performance cycle
- set or refresh their career goals
- discuss training and development opportunities to improve their performance and advance their career.

The performance review interview should be conducted in private and in a neutral environment. It should not be interrupted, and it should be long enough to allow both people involved to discuss the above matters.

¹ An employee should also be able to ask for a performance review if they think it would help them identify their goals and career development opportunities when they want to upgrade their skills and knowledge.



Employer responsibilities

Employers must ensure:

- nursing and midwifery staff are told about the frequency and format of performance reviews at the time of appointment and during their orientation
- all performance reviews are conducted during working hours and comply with the employers' policy and guidelines
- the personnel carrying out the review understands the role and position description of the person they are reviewing
- only registered nurses conduct performance reviews for registered nurses, enrolled nurses and assistants in nursing
- only midwives conduct performance reviews for midwives
- both the reviewer and the employee are given adequate paid work time to prepare for the review and complete the required documentation
- the written record of a performance review and any other associated documents remains confidential, and the employee is told who has access to these documents.

Documentation

The record of a performance review conversation must:

- be a true account of the issues and goals discussed
- describe specific work-related issues
- include both positive and negative comments that are supported with written evidence
- document any differing opinions between the staff member and reviewer
- be objective – it must not include subjective, value-laden statements or opinion.

The record should also include:

- the date of review
- the signatures of the reviewer and the employee to show they have agreed to the record
- a scheduled date for the next review.

The employee must be given a copy of their signed performance review.

A copy should also be placed on the employee's personnel file.

Information sheet management

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