Policy Rationale
Ensure that the requirements of the relevant Award/Agreement are met and to set a framework for staff performance appraisal.

Policy Aims
CCAE is committed to providing an environment in which staff excel, grow professionally, communication is open, self development is fostered, performance/work practices continuously improved for the benefit of the individual and the organisation.

Procedure
The Goal Setting and Performance Review Process applies to full time and part time permanent staff and aims to:
• assist staff clarify responsibility and establish work/professional development goals aligned to the strategic plans of CCAE.
• facilitate joint problem-solving and ensure staff receive on-going feedback on their work performance.
• identify staff development priorities and ensure training meets the identified needs and both staff and CCAE.

The Manager is responsible for carrying out the review of permanent employees and facilitators and the Board of Management is responsible for the review of the Manager. In both cases, those performing the review shall:
• ensure the staff member is treated fairly and equitably and listen carefully to staff during the discussion.
• provide frequent feedback and support with ongoing reviews of progress towards goals.
• arrange the formal discussions at a time convenient to the staff member giving at least five working days notice
• provide time during working hours for staff to prepare and review relevance of goals with each staff member
• ensure forms used to record formal discussion are correctly completed and signed. No comments should be committed to the form unless they are mutually agreed or both parties’ views are represented.

It is the responsibility of the staff member to:
• prepare for goal setting and performance review discussions and participate in goal setting/performance review processes.
• listen to and consider feedback and undertake take any agreed actions to improve their personal performance.

It is the responsibility of the Manager to:
• read each staff members form, indicate agreement/disagreement and add any additional comments before signing.
• follow up matters arising out of the process e.g. disagreement between the manager and staff member over any issues.
• ensure that the process is completed fairly and equitably for all staff.

It is the responsibility of the Board of Management Manager’s Review Committee to:
• read over the Manager’s form, indicate whether they agree with the review and add any additional comments before signing
• follow up matters arising out of the process e.g. disagreement between the manager and Board member[s] over any issues.
• ensure that the process is completed fairly and equitably for the Manager

All supervisory staff and program coordinators are encouraged to take every opportunity to acknowledge good performance by a staff member, and should encourage staff members to continue to update and develop their skills.

Training: All staff involved in this process will receive adequate training in goal setting and performance review.

Absence of Bias: Assessment of performance will be conducted in a manner which is free from bias and without discrimination, direct and indirect, on any of the grounds set out in the Access & Equity Policy.

Confidentiality: All staff involved in the process must ensure that complete confidentiality of formal and informal discussions and any documentation is maintained at all times, including after termination of employment with CCAE

Evaluation
This policy will be reviewed bi-annually.