

## Performance Feedback

### 1. INTRODUCTION

The purpose of this policy is to describe the Employer's Performance Feedback system and how this links to the Remuneration and Employee Development policies.

### 2. POLICY

- 2.1 Every Employee shall have a Performance Feedback plan which will be;
  - a reviewed monthly with their manager in a face to face meeting, and
  - b focussed on the key requirements of the Employee's role.
- 2.2 Performance feedback meetings will be held monthly between the manager and every Employee who reports directly to that manager.
- 2.3 At these meetings the manager and the Employer shall:
  - a review the Employee's performance against the performance targets set for the previous month and
  - b set performance targets for the following month.
- 2.4 The outcome of these meetings will be recorded on a "Performance Feedback" document and placed on the Employee's personal file.
- 2.5 At the end of a twelve month period there will be a number of such documents on the Employee's file which will provide evidence of the Employee's performance over the year, against specific job related targets, and form the Employee's annual review.
- 2.6 The annual review will be initiated by the manager and will include discussions with the individual Employee.
- 2.7 This annual review will provide evidence which will determine whether the Employee has their base salary reviewed in relation to the Employer's policy on "Remuneration".
- 2.8 The requirement for an increase in base salary will be the achievement of all of the agreed monthly targets.
- 2.9 The annual review will also determine the nature of the Employee's "Development Plan" in accordance with the Employer's policy on "Employee Development".

### 3. RESPONSIBILITY

- 3.1 Individual Employees are responsible for meeting with their manager on at least 10 occasions over a 12 month period, reviewing their performance against the predetermined targets, and setting the following period's performance targets.

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<b>Responsibility for Procedure:</b>	All Employees
<b>Approving Authority:</b>	Manager
<b>Reference:</b>	HR

- 3.1 Managers are responsible for meeting with their staff members on at least 10 occasions over a 12 month period, reviewing their performance against the predetermined targets, and setting the following period's performance targets.
- 3.2 Managers are responsible for completing the annual performance review, based on the evidence collected and recorded over the preceding twelve months.

#### **4. COMPLIANCE**

- 4.2 Disciplinary action may be taken if a Manager, or an Employee, has been found to have been negligent or failing in any actions in regards to this policy.

#### **5. REFERENCES**

- 5.1. Employment Relations Act 2000.
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