

Policy Number 37

Staff Induction and Performance Review (previously known as *Staff Training and Performance Review*)

Version No. 02

Established: 2008

Present Version Passed: 09/05/2023

Next Scheduled Review: 2025

PURPOSE

The Northern Geelong Rental Housing Co-operative (NGRHC) recognises that staff and members of the Co-operative work together best when there is ongoing communication about:

- Employment expectations,
- Staff performance relative to the Co-operative's goals and objectives,
- Future prospects for staff within the Co-operative, and
- Staff members' personal career goals

A performance review is conducted in order to align both organisational and individual objectives, in a way that supports the achievement of positive outcomes in both areas. A performance review may be conducted through both a formal annual review process via the Employee Work Plan, and through continuous opportunities for open discussion between staff and the Committee of Management (CoM) throughout the year.

RELEVANT CO-OP OBJECTIVES

Housing Registrar Performance Standards for Registered Housing Providers.

SCOPE

- Induction
- Reviews

POLICY STATEMENT

NGRHC is committed to providing regular opportunities for the ongoing development of staff through access to work performance feedback and through developmental goal setting.

NGRHC encourages all staff to develop their professional skills through attendance of relevant forums, training workshops, and seminars.

NGRHC seeks to provide a positive and supportive work environment, where staff members feel their contributions are welcomed and valued.

PROCEDURE

Staff Induction and review guidelines

Induction :

- Undertake an initial introduction to NGRHC's Rules, Mission and Values via a meeting with the Manager
- Complete the staff induction program (this helps to determine objectives and goals of both parties).

Ongoing reviews:

- The CoM is responsible for the end of probation (prior to the expiry of probation) and annual work plan meetings for the Manager only
- The Manager is responsible for the end of probation (prior to the expiry of probation) and annual work plan meetings for all staff

Employee Work Plan (also known as EWP)

- All Information relating to the Employee Work Plan will be made available prior to the meeting and the employee shall have their own copy for their reference
- A copy of the review, signed by the employee, will be kept in the employees personnel file
- Employee Work Plan Reviews are to be conducted in a manner appropriate to the background of the staff member and in a form that maximises communication opportunities (ie. conducting within a comfortable setting, offering the availability of interpreters).
- Conduct the review process based on an assessment of work performance which aligns to the agreed position description.
- The review process will be conducted in line with NGRHC's Human Rights and Equal Opportunity Policy
- Formal training should be encouraged at every instance available and this will be discussed and negotiated during the Employee Work Review Plan meetings
- Where a staff member is unhappy with any aspect of the review process they will have opportunity via the Complaints and Appeals Policy to raise their concerns to the CoM

RELATED DOCUMENTS

NGRHC Complaints and appeals

NGRHC Human Rights and Equal Opportunity Policy

Employee Work Review Plan

Employee Induction