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## Performance Management Procedure

### 1. Purpose

This procedure outlines the processes by which staff performance is managed at the College.

### 2. Roles and Responsibilities

All staff will undergo at least an annual review with more frequent reviews optional as required to resolve an issue or at the request of the staff member themselves. For non-academic staff, performance is managed via discussion and formal reviews. For teachers, performance is managed via discussion, formal reviews, and observations of their live teaching classes.

### 3. Documentation

The Staff Performance Review Meeting form captures the key elements of this formal annual meeting. A template of this form is attached in the Appendix.

### 4. Procedure

All College staff expects that they will approach their Line Manager at any time to discuss their performance. Not only that, but it is expected that true performance management to be done week in week out, day in day out in the sense that praise and recognition for good work done and correction of behaviour and performance that needs improving be all actioned on time and not left to an annual review meeting. This includes scheduled class observations of teachers that occur at least once a year.

In the above context, the annual performance review should be future-focused, and goal-oriented rather than spending time discussing issues that should have been resolved previously and will encompass teacher observations and all other development opportunities



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that may have happened throughout the preceding year. This procedure, therefore, focuses on the annual performance review discussion that each staff member will have with his/her Line Manager.

### **Annual Performance Review Meetings (PRMs)**

PRMs should be held in December each year to close off the previous year's work and to plan for the new calendar year to follow. The key steps are as follows:

- The line manager sends the PRM form to the staff member at least 2 weeks in advance of the scheduled PRM date.
- The staff member completes it as honestly and as best as s/he can and returns it to the line manager no later than 3 days before the scheduled PRM date.
- The line manager prepares for the PRM by reading the staff member's self-evaluation and prepares supplementary feedback, commentary etc. to be shared with the staff member in the PRM.
- The staff member and the line manager have a 2-way open yet brief discussion about the year just gone to take the best aspects of the staff member's performance and build further on them for the year ahead.
- Both parties spend most of the PRM looking ahead to discuss goals and objectives, training and development needs and agreeing on a joint action plan to be implemented in the year ahead.
- Action plans will have specific timings included to facilitate easy measurement of success in the year ahead and the line manager needs to be sure they have the budget to fund any training or development actions before committing to same in writing.
- Both parties sign off on the agreed PRM form and its associated action plan to complete the formal review and development process.

## 5. Quality Control



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The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed timetables, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/qqi review and reporting process.



**Appendix**

**UFORM017 Staff Performance Review Meeting Form Rev 1**

<b>Department:</b>		<b>Location:</b>	
<b>Name:</b>		<b>Role Title:</b>	
<b>Year Under Review</b>		<b>Years' Service at the College:</b>	
<b>Review Date:</b>		<b>Review Location</b>	
<b>Line Manager:</b>			

Please complete before the review meeting and return to your line manager by date:

\_\_\_\_\_

List the objectives you set out to achieve in the past 12 months (or the period covered by this review) from the previous year's PRM and, on a scale of 0 – 10 where 0 means the objective never happened while 10 means it was successfully achieved, rate how satisfied you are with each.

<b><i>The Previous Year</i></b>	<b>Rate 0 - 10</b>
1.	
2.	
3.	
4.	
5.	
1. In general, has the past year been good/bad/satisfactory or otherwise for you, and why?	
2. What do you consider to be your most important achievements of the past year?	



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3. What do you like and dislike about working for UniHaven?

4. What elements of your job did you find most difficult?

***The Upcoming Year***

1. What elements of your job interest you the most and the least?

2. What areas of your role do you consider to be the most important priorities in the next year?



3. What are your key objectives for the upcoming year?

1.

2.

3.

4.

5.

4. What action could be taken to improve your performance in your current position by you and your line manager?

5. What sort of training/experiences would benefit you in the next year? Not just job-related but include your natural strengths and personal passions you would like to develop.

6. What kind of work or job would you like to be doing in 1-2 years?



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**Action Plan**

What actions will you agree to take against each objective for the coming year:

1. Action:
2. Action:
3. Action:
4. Action:
5. Action:

What learning and development will you agree to complete in the coming year, including CPD?

1.
2.
3.



This PRM and its associated action plan have been agreed between both parties on this date:

\_\_\_\_\_.

Signed:  _____	Signed:  _____
Line Manager	Staff Member

**Quality Assurance Manual (QAM) Chapter 5**

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<b>References/ Supporting Documentation</b>	<b>UDOC000 UniHaven Quality Assurance Manual Rev 2</b> <b>UPOL010 UniHaven Staff Learning and Development Policy Rev 1</b>