

Existing performance management systems

1. Schedule 4, Section 13 of the *Government Sector Employment Regulation 2014* states that “*Any performance management system in operation under section 101A of the former Act immediately before 24 February 2014 is taken to be a performance management system under section 67 of the new Act.*”
 - i. Did your agency have a performance management system in operation under section 101A of the *Public Sector Employment and Management Act 2002*?
 - ii. If yes please provide the PSA with a copy of this system.

Timeframe

2. What is your timeline for the implementation of a performance management system?
3. Are you on track to meet your timeline for implementing a performance management System?

Consultation with employees and the PSA

4. What consultation with employees and the PSA have you undertaken in relation to the development and implementation of your performance management system?
5. What consultation with employees and the PSA do you have planned in relation to the development and implementation of your performance management system?
6. What is your process for determining and identifying the essential elements of the performance management system?

Set and clarify expectations for employees

7. How will you ensure that employees have a clear understanding of the role and duties they are being assessed against?
8. Do you have current capability based role descriptors in place for all your employees?
 - i. If yes please provide the PSA with a copy of these.
 - ii. If no do you have a timeline for introducing capability based role descriptions?

Plan, Monitor and review employee performance

9. What systems do you have in place to plan, monitor and review employee performance?
10. How will you ensure that the performance management system is implemented in a way that is procedurally fair for your employees?

Develop employee capability

11. What training on the system and meeting the capabilities has been developed, or delivered or is planned for employees?

Recognise employee achievements

12. How do you intend to build into your system a mechanism that will recognise employee achievements?

Resolve unsatisfactory employee performance

13. Under previous or existing processes have there been instances where staff have undergone performance management and have had adverse outcomes?
14. How have these adverse outcomes been dealt with?

