

BSP Performance Management System

Position Descriptions

- Create clarity on Roles & Responsibilities
- Completed for all roles.
- Reviewed and updated annually

One-on-One Reviews

- Scheduled for the year – book one hour for the first session and 30 minutes thereafter.
- Two of the Reviews are for the Performance Reviews – one hour.
- After the initial one-on-one introductory session, the employee completes the one-on-one template at least 24 hours prior to the meeting.
- Target a minimum eight reviews per year of which two must be Performance Reviews.

Performance Reviews

1. The manager advises the employee of the scheduled performance review at least one week prior to the review to allow time to prepare.
2. The employee completes a DRAFT of the Performance Review template.
3. The manager and employee will meet and openly and constructively discuss performance over the period.
4. The manager and the employee will agree any objectives and outcomes for the next appraisal period.
5. Employee Training and Development will be considered as part of the process.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise.

Supporting Documents and Tools

- Position Description Template
- One-on-One Template
- Leader Performance Review Template
- Employee Performance Review Template

10 August 2021