
Tool Kit item 1 - Preparing for the Conversation as a Staff Member (Academic)

To ensure that everyone gets the most out of a performance review and development discussion, it is important that each party reflects and prepares prior to the conversation. The following checklist may be a helpful guide.

- Supervisor/manager to arrange the review meeting
- Organise a mutually convenient time, date and venue (comfortable, free of disruptions and facilitates open communication).
- Make sure both/all parties have time to prepare – at least two week's notice is recommended

Preparation by Staff member

- Refer to the Academic Performance Goal Setting and Review video or guide to understand the process in Workday.
- Watch the APR information session conducted by PDU – link on PRD webpage
- Ensure supplementary data has been provided by College and you have checked accuracy of data
- Using the plan as a prompt, prepare for a discussion on performance, achievements and plans for the past year and year ahead etc.
- Think about what you have achieved over the previous 12 months and would like to achieve in the next 12 months to further develop and challenge yourself on the job, and towards the next step in your career.
- Staff member to reflect on the manager/supervisor's role. Consider what feedback you may wish to provide regarding support from your supervisor/manager (or others) in achieving your objectives.
- Ensure you enter the PRD with a focus on participating in a positive and constructive way.
- Make sure you bring with you the appropriate documents.
- Be prepared to problem solve and collaborate to achieve agreement.