Performance and Development Review Process Flow

•Discussion of previous 12 months

•the 'What'

- objectives & tasks assess successful completion
- complex objectives and projects assess what was achieved & not achieved & why-(review rather than judgement)

•the 'How'

 assess and discuss completion of objectives & tasks against behaviours demostrated specifically in line with MVDC Values

Looking Back

Looking Forward

•Discussion of future 12 months

•the' What'

- set future goals (targeted or complex as appropriate)
- what has changed & why?
 more complex/specific projects/skills stretch/align to service plan etc
- what has stayed the same & why? - business need/align to service plan

•the 'How'

- what behavioural skills are needed to achieve successful outcomes? (aligned with MVDC values)
- which behavioural skills require development?
- do the JD & PS broadly reflect the goals and behaviours identified?

- Opportunity to discuss home or work impacts on the employee's wellbeing and aspirations.
- Discuss how organistion can assist or support with any anticipated changes to circumstances.
- •Identify aspirations (internal or external), discuss development areas to achieve goals
- Consider readiness for progression where relevant against identified qualities and (skill-will matrix)

Wellbeing & Aspirations

Development

- •Identify ongoing training/development needs
- •Identify and agree skills improvement to achieve future objectives & goals
- •Identify actions training (internal/external, coaching, shadowing etc)
- •Consider development to support progression readiness

- •Summarise the 4 sections of assessment providing clear feedback on overall performance.
- •Identify any shortfalls and development support
- •Identify suitable areas of development to aid progression, where appropriate

Overall assessment