

TEAM PROCEDURE

Career Development Procedure

Responsibility of

Human Resources Manager

Objectives

- To carry out a review of each team member's performance and recognise and reward their achievements.
- To discuss future development goals and document this in an action plan.

Performed by

Steps

Links

Human Resources Manager

Perform a Career Development Review for each team member every six months. The team member's Supervisor/Manager should be present at the review interview.

1. Locate, in the team member's personnel file the following documents for the review:
 - Current job description
 - Individual employment agreement
 - Copies of past reviews and action plans
 - Any other documents relevant to the team member's performance and development
2. Four weeks before the review date:
 - Print off or email a copy of the Career Development Review Form to the team member.
3. Two weeks before the review date:
 - Arrange for a time to meet with the team member's Supervisor/Manager. Have a copy of the completed team member's review form available.

Form

- Consider if there is any sensitive information in the review form, in particular responses relating to the team member's Supervisor/Manager. Handle this information appropriately.
- Discuss with the Supervisor/Manager any areas that have been highlighted by the review form. Ask for their opinion on the team member's review comments and their performance to date.
- Document these discussions.

4. One week before the review date:

- Review the Career Development Review Form and the Supervisor/Manager's comments from the meeting and note any suggested areas for development
- Investigate options and costs if training is needed. Refer to the Training – Team Training procedure for assistance.
- Set a date and time for the review with the team member and their Supervisor/Manager.
- Allow 1 hour for the review process.

Procedure

5. Hold the Career Development Review meeting with the team member and their Supervisor/Manager. Cover all issues raised. Acknowledge accomplishments as well as discuss areas and opportunities for development.

6. Draw up an action plan on the Career Development Action Form for the team member's development plan up to the date of the next review.

Form

7. Provide a copy of the finished action plan to the team member, their Supervisor/Manager and file one in the team member's personnel file.