

# South Bank Corporation Policy

## Corporate Services

**SUBJECT:** Performance Management  
**DATE CREATED:** September 2006  
**REVIEW DATE:** September 2010

### Policy

Each employee of the Corporation is to be given a Position Description and Performance Review Record on commencement. Performance Reviews are to be conducted every six months.

### Procedure

On commencement of employment all employees are to be issued with a Position Description, PDR Guidelines for Employees and a Performance & Development Review Record.

The Performance Coach (Manager/Supervisor) is to discuss the position description in detail and outline what is expected of the new employee and explain the review process.

The Review Process guide provides the Performance Coach with details of what they are required to do and timelines.

On completion of the PDR the Performance Coach is to update the position description if necessary and update the PDR form with all changes. It is imperative that if any changes are made to the position description that they are also made to the PDR form at the same time.

Employee to be given copy of PDR for review and comments and sign-off. Once everything is signed off a hard copy of the PDR is to be sent to HR for placement on employee personnel file.

### Review Dates

Performance reviews are to be conducted 2 times a year. Each year all reviews are to be completed by:

15 June and  
31 January

### Team Responsibility

It is the responsibility of each team to maintain up to date and accurate master copies of position descriptions and performance review records for each position.

The most recent master copy of each PD and PDR form is to be placed in the appropriate directory for your Team. A Position description directory has been setup on M Drive: M:\Position Description\Asset Mgt etc. All team members will only have access to their own team directory.



## Performance Review Records

If a Performance Coach does choose to type up a review (rather than hand written) for a team member it must not be placed in this directory. All reviews relating to an individual must be kept in a directory that is only accessible by the Performance Coach. This is to ensure that individual performance reviews and comments are kept private and confidential.