Compass schedule for 2013 performance reviews and planning

All staff should have submitted their work objectives and development plans through MyCareer Online www.uws.edu.au/staffonline. Approval of work and development objectives is required so that you can complete your performance reviews at the end of this year.

The Annual performance review and planning process commences from 1 November. Self-reviews of performance and the setting of 2014 work and development objectives is the first step. The majority of self-reviews should be submitted to supervisors for approval before the end of the year so that supervisors can then meet with staff.

Supervisor reviews can commence from 1 November and the majority should be completed by 28 February. Staff and supervisors should meet during this period to review and discuss 2013 performance and achievements and 2014 work and development objectives. Previously these were separate processes and should now occur at the same time.

2013-2014 Compass Timeline
- Set work and career development objectives (now overdue)
- Monitor progress (throughout the year)
- Participate in performance review and planning:
  - 1 November to 31 March: Review performance and set objectives for next period
    - 1 November to 31 January: Self-reviews and objective setting
    - 1 November to 31 March: Supervisor reviews
  - 1 February: Incomplete self-reviews will be escalated to supervisors for review
  - 31 March: 2013 performance reviews and planning completed

What are the benefits of staff participating in Compass?
- Informed discussions between staff and their supervisor
- Documentation of performance, achievements and career development activities
- Support for professional development activities, academic professional development, scholarships, awards, promotion or career progression
- Confirmation of salary increments or meeting probation requirements
- Recognition of achievements

Tips for supervisors to facilitate the process for reviewing and discussing performance, planning and career development:
- Provide examples of work objectives relevant to your School or area and that clearly outline what will be achieved, how and by when. They should be aligned to one of the three UWS Strategic Areas by selecting these in Compass. If you have made your objectives visible to your direct reports, they can also align their objectives with yours and thereby contribute to the achievement of this objective.
- Discuss your expectations for teaching, research, administration and/or governance activities in relation to the quality, standards and impact/outputs to be achieved.
- Help identify both short and longer term career development goals. By entering their goals in Compass, they will ensure they have the support needed to realise their goals.
- Access reports on your direct reports’ objectives and progress in meeting objectives anytime in MyCareer Online.
- Plan now for the completion of performance reviews and planning for next year. Schedule dates in your School or Unit’s calendars for when the review and planning meetings will take place. Schedule meetings after a School or Unit planning forum where next year’s strategic goals and priorities are presented and discussed.
- Refer staff to Compass in MyCareer Online for workshops, guides and online tutorials. You or they can also contact your HR Partner or the Office of Organisational Development for assistance or advice, or refer them to http://www.uws.edu.au/compass