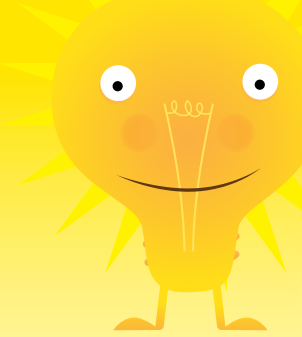




ACTPS PERFORMANCE FRAMEWORK

PERFORMANCE AND DEVELOPMENT PLAN



Name:

Business unit:

Section/team:

Supervisor(s):

Plan timeframe: / / to / /

Review date: / /

PERFORMANCE PLANNING DISCUSSION

KEY DELIVERABLES/OUTPUTS/TASKS

Tip: what areas of your business plan do you contribute to and, if you are a manager, how you will lead your staff?

KEY OUTCOMES AND MEASURES OF SUCCESS

Tip: try using evidence based measures such as targets

ACTUAL PERFORMANCE AT START DATE OF PLAN

Supervisor Tip: using the [ACTPS Shared Capability Framework](#) to help you be specific about your expectations.

HOW WILL I APPLY ACTPS VALUES AND BEHAVIOURS TO ACCOMPLISH BETTER SERVICES AND OUTCOMES FOR THE ACT COMMUNITY?

Tip: [further guidance](#) is available on the ACTPS values of Respect, Integrity, Collaboration and Innovation

SELF REFLECTION: AREAS FOR MY CAPABILITY DEVELOPMENT

Tip: the [ACTPS Shared Capability Framework](#) will help to pinpoint strengths/ areas for improvement.

MY LEARNING & DEVELOPMENT ACTIVITY PLAN

Tip: this doesn't have to be formal learning—what about job swaps or secondments?

SUPERVISOR COMMENTS AT START DATE OF PLAN

Supervisor Tip: [further information is available](#) for Supervisors on aspects of performance and development planning.

HOW COULD MY SUPERVISOR BEST SUPPORT ME?

Tip: this is your chance to [give your manager feedback](#) on their performance

PERFORMANCE SUMMARY

AGREEMENT TO PLAN

Staff / Team members' agreement with this plan:			
Signature:	Written feedback attached:	Y	N
Date:			

Supervisor's agreement with this plan:			
Signature:	Written feedback attached:	Y	N
Date:			

MID-CYCLE REVIEW

Supervisor's comments on progress since plan date:			
Signature:	Written feedback attached:	Y	N
Date:			

Employee's comments on progress since plan date:			
Signature:	Written feedback attached:	Y	N
Date:			

FINAL REVIEW

Supervisor's comments on progress since plan date:			
Signature:	Written feedback attached:	Y	N
Date:			

Employee's comments on progress since review date:			
Signature:	Written feedback attached:	Y	N
Date:			