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## PERFORMANCE APPRAISAL

<b>Section</b>	Human Resources		
<b>Approval Date</b>	15.02.2010	<b>Approved by</b>	Directorate
<b>Next Review</b>	29.08.2018	<b>Responsibility</b>	Director of People and Organisation Development
<b>Last Reviewed</b>	29.08.2016	<b>Key Evaluation Question</b>	6

### PURPOSE

Effective performance appraisal is an essential element of NMIT's commitment to:

- Building a high-performing customer-focused team;
- Deliver a personalised customer experience through the learner life cycle;
- Enable learning that inspires capable and connected graduates;
- Provide a 'programme mix' that optimises work- and world-ready outcomes; and
- Grow partnerships that provide opportunities and solutions.

### SCOPE

All permanent NMIT team members working 0.5 or more of full time will take part in a performance appraisal and a minimum of four performance conversations with their managers annually.

Fixed-term team members with employment longer than 6 months.

It is at the discretion of the manager whether the following team members are required to undertake a performance appraisal and performance conversations:

- Permanent team members employed less than 0.5 of full time;
- Fixed-term team members employed for periods of less than 6 months; and
- Contractors on Contracts for Service (i.e. not employees).

A more concise model of performance appraisal is available for permanent team members and fixed-term team members working less than 0.5 of full time.

## DEFINITIONS

Appraisee	The NMIT team member who is being appraised.
Appraiser	Most often the appraiser is a manager (Director, Manager, Head of Department or Team Leader) or other person with delegated responsibility from their manager to undertake the appraisal process.
Primary Manager	Where a team member works for more than one manager, a Primary Manager is designated to be responsible for managing probation, progression, performance appraisal and other employment-related matters.

## RESPONSIBILITIES

All NMIT team members who are eligible for appraisal are required to participate in performance appraisal training as provided by NMIT.

Managers are responsible for undertaking an annual performance appraisal for their team members and to ensure these are completed within the prescribed time frame as outlined by the Chief Executive. Performance appraisals should occur between September and December each year.

A manager may delegate the undertaking of an appraisal providing:

- The Appraisee and delegated Appraiser agree; and
- The delegated Appraiser has experience or has been trained in undertaking performance appraisal.

All Appraisers should have experience of or training in undertaking performance appraisal, with training to be provided by the People and Organisation Development team if required.

Appraisers are required to ensure that all performance appraisals are fair and equitable and to ensure non-discrimination on any grounds, including race, gender, religion, sexual orientation or disability. Appraisers must refrain from stereotypical expectations, which may result in a biased approach.

## POLICY AND PRINCIPLES

The performance appraisal process will:

- Be collaborative and conducted in a systematic, open, consultative and forward-looking manner.
- Allow for appropriate support to be part of the process.
- Clarify expectations of job roles and tasks.
- Provide regular feedback on performance to team members, which may be given during regular performance conversations.
- Give an opportunity to reflect on past performance and plan for future development.
- Recognise when performance expectations are met or exceeded.
- Identify any concerns about performance and identify actions needed to improve performance.
- Enable managers to plan and organise work in a way that best meets NMIT goals and objectives.
- Recognise team members' achievements.

- Identify and plan for development-needs relating to the job.
- Give team members the opportunity to influence individual and team plans.
- Allow relevant learning and development for team members to be identified and supported.
- Give team members the opportunity to influence their personal development and career plans.

Appeals relating to any aspect of performance appraisal should be directed to the People and Organisation Development team.

## REFERENCES

### INTERNAL

Equal Employment Opportunities  
 Staff Charter  
 Treaty of Waitangi  
 Academic Employee Progression  
 Professional Development Application Process  
 Staff Appointments  
 Academic Probation  
 Appraisee's job description  
 Department and team plans  
 NMIT Strategic and Operating Objectives  
[How to use Class Notebook](#) (available on intranet)

The following documents are available through the Content Library of the NMIT OneNote site set up for your Performance Appraisal and Recognition conversations:

- Performance and Recognition Framework – Guidelines
- Performance and Recognition Framework – Key Dates
- Performance and Recognition Framework – Tips for Managers
- Performance and Recognition Framework – Tips for Team Members
- Performance Appraisal template
- Performance Conversation template

### RECORDS

Performance Appraisal records (minimum one annually)  
 Performance Conversation records (minimum four annually)