

**Pre-Review**

**Development Review Process**

**Follow-Up**

**Meeting**

Arrange a date for review

**Documents**

Issue documents to reviewer and person being reviewed (How it Works & blank formatted review forms). Allow minimum 5 working days to complete. It may be important to get feedback from other people to ensure the review is comprehensive.

**Collate**

HR to collate information and print copies for the meeting. Alert facilitator & reviewer of potential issues. Completed forms (3 x copies) to facilitator at least 24 hours before review.

**Preparation**

Read the completed form (with time to talk to either party if necessary and make amendments). Understand any differences or issues. Meet with the reviewer at least ½ hr before review to discuss language and delivery to ensure constructive communication. Meet with person being reviewed at least 24 hrs before review if they have issues.

**Review**

**During Review**

Discuss development and expectations. Give clear examples. Discuss ratings and differences. Agree future result expectations. Determine development plan components. Ensure both parties are clear about expectations.

**After Review**

Original comments and evaluation updated if necessary. Development plan drafted. Forwarded to reviewer for approval. Complete Plan. Distributed to person being reviewed company reviewer.

**Questions for the Reviewer**

How is the review likely to go in your view?  
 Will this person be defensive or upset about anything? What is going to be a constructive way to approach it? Are there any concerns regarding performance?  
 What should we be thanking them for and at what point?  
 What should we be asking them for and when?

**Development Plan**

Check required outcomes are being implemented by reviewing the development plan regularly. Ensure person being reviewed uses the plan as a working document and daily reference point. Follow up with reviewer re their actions (use Action List where appropriate).

**Performance Management**

Regularly evaluate progress and provide on-the-job feedback. Amend plan if objectives/business needs change. Discuss issues if and when they arise and agree outcomes. Informally review plan at least six monthly.