

# Performance Management

## Scope

The scope of this policy covers the performance management process by employees and contractors of Barrington Cafe.

## Purpose and Aims

The development and progress of individual employees are fundamental to Barrington Cafe's future performance. In addition to providing the opportunities for professional development, Barrington Cafe aims to help individuals by monitoring and supporting them in their personal growth and development.

The aims of this policy are to ensure:

- employee development opportunities are recognised and implemented efficiently and effectively
- consistent employee development practices and principles are applied across the organisation
- employees are developed systematically on the basis of defined needs and that development undertaken is cost-effective and meets agreed standards.

## Roles and Responsibilities

Managers will:

- carry out biannual formal performance review discussions
- monitor individual performance
- provide employees with access to training and development, as reflected in the individual's development plan
- provide employees with coaching and development throughout the review period
- provide employees with an opportunity to communicate their career development goals
- ensure employees complete their responsibilities in accordance with the performance management policy and process.

Employees will:

- participate in the formal review discussions openly and honestly
- complete their personal assessment and provide it to the manager as requested
- contribute their thoughts on both positive and negative performance as assessed by their manager
- participate in identified training and development plans as agreed with their manager
- provide information and documentation as requested by their manager relating to their performance and activities throughout the assessment period.
- continuous monitoring of the employee's performance.