

## Performance Development System – Management Survey

| <b>Practice</b> |   | <b>Importance</b> | <b>Current Status</b> |
|-----------------|---|-------------------|-----------------------|
| 1.              | I give valuable, impartial and timely feedback to staff throughout the year   | L M H             | 1 2 3 4 5             |
| 2.              | I receive valuable, impartial and timely feedback from staff throughout the year  | L M H             | 1 2 3 4 5             |
| 3.              | I can communicate expectations clearly and negotiate performance goals effectively with staff                                     | L M H             | 1 2 3 4 5             |
| 4.              | I can gather sufficient evidence on the work performance of my staff throughout the year to evaluate their performance            | L M H             | 1 2 3 4 5             |
| 5.              | I can confidently give staff examples of their behaviour in support of performance ratings  | L M H             | 1 2 3 4 5             |
| 6.              | I practice active listening during the performance interviews   | L M H             | 1 2 3 4 5             |
| 7.              | My staff can have effective input when the company wants to improve a process or system   | L M H             | 1 2 3 4 5             |
| 8.              | I give impartial and objective feedback to staff during the performance interviews that my staff appreciate and implement         | L M H             | 1 2 3 4 5             |
| 9.              | I receive impartial and objective feedback from my staff during the performance interviews that I value and implement as required | L M H             | 1 2 3 4 5             |
| 10.             | I can justify to my managers the performance ratings I assign in my staff appraisal interviews                                    | L M H             | 1 2 3 4 5             |
| 11.             | I can effectively counsel staff in the development of learning objectives that meet both employee and organisational needs        | L M H             | 1 2 3 4 5             |
| 12.             | I can direct difficult performance interviews to a successful consensus based conclusion  | L M H             | 1 2 3 4 5             |
| 13.             | I feel confident that staff leave the performance interview confident and motivated to achieve                                    | L M H             | 1 2 3 4 5             |

L = low importance  
M = medium importance  
H = high importance

1 = low confidence  
5 = high confidence