



## Performance review

Performance review and development systems play an important role in enhancing employee performance, identifying and strengthening staff development activities, developing employee skills, knowledge and job performance. These processes cultivate management and staff relationships, and assist with identifying career development opportunities for nurses, midwives and assistants in nursing\*.

### **The Australian Nursing and Midwifery Federation recommends the adoption of the following guidelines:**

1. Performance review is a planned, supportive, structured process for the purposes of employee appraisal and development.
2. Performance review should cover a specified timeframe to appraise past work performance and to set ongoing goals.
3. The frequency and format of performance reviews must be communicated to nursing and midwifery staff at the time of appointment and orientation to a position.
4. Performance reviews are not to be used for disciplinary measures, to notify of potential position changes, or for selection and promotion purposes.
5. An employee may request a performance review to identify goals and career development opportunities particularly where skills upgrading is desired. Personnel carrying out the performance review for registered nurses, enrolled nurses and assistants in nursing should be a registered nurse; and for midwives be a registered midwife; and must understand the role and position description of the person they are reviewing. The review should be undertaken in accordance with employers' organisational policy and guidelines.
6. Records of performance reviews, formal goal setting, identified areas of excellence and practice development, interview records and any other relevant personnel records must remain confidential. The employee should be informed about who has access to this material.
7. The review system should be based on the employee's position description and must be conducted during working hours.
8. Employees should be given adequate time prior to the performance interview to review and consider their own work goals and to complete any required documentation.
9. In addition to appraisal by reviewers, the format should invite employee reflection and comment on their own performance and on the systems and management practices which support their performance development.
10. The performance review interview should be private, free from interruptions, in a neutral environment and of sufficient length to allow discussion on relevant issues.
11. Documentation must be objective and only describe specific work related issues. It should not include subjective or value statements or opinion.

\*The term assistant in nursing also refers to care workers (however titled)



12. Documentation should record both positive and negative comments, and be supported with adequate written evidence.
13. Documentation should be a true account of issues and goals identified. The employee should have the opportunity to add written comment. Any areas of differing opinion between the staff member and reviewer/s should be clearly documented.
14. Documentation should contain the date the performance review occurred, the approximate date of the next review and the signature of both the reviewer/s and the employee, provided the record of the review is agreed upon.
15. A copy of the signed performance review should be placed on the employees personnel file and a copy provided to the employee.

*Endorsed by Federal Council September 1994  
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