|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Plan Self-Evaluation** | | | | | |
|  | | | | | |
|  | | | | | |
| **Objectives** | **Measures** | **Self-Evaluation** | | **Manager’s Response** | |
| *Goals, targets or standards to focus on over the performance cycle. Objectives should be SMART: Specific, Measurable, Achievable, Realistic, Time-bound.* | *Agreed yardsticks or indicators of performance against the Objectives – only needed when they are not self-evident in the Objectives*  **Note: Specified measures may apply to more than one objective within a category.** | *Evaluate your performance based on the objectives and measures specified in your job plan. Reference any evidence you hold which may be relevant.* **Note: If you have not been afforded the opportunity to meet an objective for operational or other reasons, you should note this fact and specify why.**  **Note: If you have exceeded targets set in the agreed measures you should expressly state this.** | | *Does your manager agree with the self-evaluation of each objective? If not, why?* | |
| **Objective 1 *(e.g. trusted and valued journalism*)** | | | | | |
| Sub-objective 1 (*e.g. regularly propose and develop story ideas in line with news strategy*) | Measure 1 *(e.g. Examples of contribution to original, compelling and distinctive content)* | *Specify evidence that shows you have regularly proposed news story ideas and link to your team’s news strategy. Draw upon specified measures where possible.* | |  | |
| Sub-objective 2 (e.g. regularly generate well-produced, high calibre, fast turnaround stories) | Measure 2 *(e.g. minimum of X stories filed per year for Y program)* | *Specify evidence that show you have regularly generated high calibre news stories, that they have been well produced and that this has been done with a fast turnaround. Draw upon specified measures where possible.* | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
| Sub-objective 6 |  |  | |  | |
|  |  |  | |  | |
| **Objective 2 (*e.g. audience engagement)*** | | | | | |
| Sub-objective 1 (e.g. *Increase proportion of women, Indigenous, CALD talent and outer suburban voices in stories, to be more relevant to more Australians*) | Measure 1 *(e.g. Examples of coverage targeting new audiences, and stories that include diverse voices.)* | *Specify evidence that shows you have actively prioritised diverse voices from specified demographics.* | |  | |
| Sub-objective 2 | Measure 2 |  | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Objective 3** | | | | | |
| Sub-objective 1 | Measure 1 |  | |  | |
| Sub-objective 2 | Measure 2 |  | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Objective 4** | | | | | |
| Sub-objective 1 | Measure 1 |  | |  | |
| Sub-objective 2 | Measure 2 |  | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Objective 5** | | | | | |
| Sub-objective 1 | Measure 1 |  | |  | |
| Sub-objective 2 | Measure 2 |  | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **Objective 6** | | | | | |
| Sub-objective 1 | Measure 1 |  | |  | |
| Sub-objective 2 | Measure 2 |  | |  | |
| Sub-objective 3 | Measure 3 |  | |  | |
| Sub-objective 4 | Measure 4 |  | |  | |
| Sub-objective 5 | Measure 5 |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **B. Further Duties and Responsibilities** | | | | | |
| **Further Duties Not Specified in Job Plan/ Position Description** | | **Evidence of Performance**  *Point to evidence demonstrating the performance of these duties and responsibilities* | | | **Evidence of Performance** |
| *List other duties and responsibilities you have performed that are not listed on your job plan* | |  | | |  |
| Further duty/ responsibility 1 | |  | | |  |
| Further duty/ responsibility 2 | |  | | |  |
| …. | |  | | |  |
|  | |  | | |  |
|  | |  | | |  |
| **C. Individual Development Plan** | | | | | |
| **Capability to develop** | **Development Activity** | **Evidence of Completion** | | **Date of Completion** | |
| *Skills/ knowledge/ attributes to be developed* | *Agreed development activities planned over the cycle* |  | |  | |
| **Capability 1** | | | | | |
| e.g. Develop offline editing skills | e.g. Engage in on-the-job training with offline editors, producers and writers who have an advanced proficiency in this skill |  | |  | |
|  | e.g. Complete [x] training module |  | |  | |
|  | … |  | |  | |
| **Capability 2** |  |  | |  | |
|  | Development Activity 1 |  | |  | |
|  | Development Activity 2 |  | |  | |
|  | … |  | |  | |
| **Capability 3** |  |  | |  | |
|  | Development Activity 1 |  | |  | |
|  | Development Activity 2 |  | |  | |
|  | … |  | |  | |
|  |  |  | |  | |
| **D. Further Comments** | | | **Manager’s Response** | | |
| Use this field to provide further comments relating to:  - The amount of time you’ve been at your current grading point (especially if you are stuck at the top of your band) - Operational/ managerial factors that prevented you from satisfying certain performance objectives  -Requirements to puck up further duties as a consequence of operational/ strategic organisational changes or the reallocation/ reduction of resources within your team  - Any awareness of pay inequity within your team, or other areas of the ABC (e.g. knowledge that other employees are performing the same or similar duties and banded at a higher level)  -A belief that your position description no longer accurately reflects the substantive work you are performing or the role and objectives recorded in your previous job plan.  - Anything else you might want to put on the record while you have the opportunity | | |  | | |

**Work Level Standards Self-Grading Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Level Feature** | **Current Band Level** | **Band Level Performed at Over Previous Performance Cycle** | **Explanation** | **Manager’s Response** |
|  | *Specify the current feature level attaching to your role. (example for Band 4 Editorial role below)* | *Specify the band level you believe your performance indicates with respect to each of the ‘work level features’.*  *(example for Band 5 Editorial role below)* | *Drawing upon the information and evidence you have specified in the ‘self-evaluation’, ‘further duties and responsibilities’ and ‘further comments’ fields above, demonstrate why your performance is properly graded at the band level you’ve specified in the previous column.* |  |
| General Description | Typically the employee is fully qualified and experienced within their role.   Typically the highest level for manual roles | Work at this level adds significant value to the output of the work area.  Requires a thorough understanding of the key activities and processes of the work area.  Typically the highest level for craft roles. |  |  |
| Complexity of Work | Moderately Complex | Moderately complex |  |  |
| Direction Received | Routine | General |  |  |
| Capability Level | Proficient | Accomplished |  |  |
| Management/ Supervision\* | Some Coordinating | Supervising |  |  |
| Editorial & Creative Judgement | Moderate independent editorial/ creative judgement | Sound independent editorial/ creative judgement |  |  |

**\***Where management or supervision is not a primary responsibility of your role (as is the case in more senior editorial or creative roles, you should not be denied a favourable appraisal outcome on the basis that you have not performed management/ supervision at the higher band level.

**Performance Outcome**

|  |
| --- |
| **Date Appraisal Outcome Posted to People Hub:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rating | | Description | Outcome Sought | Outcome Received |
| U | Unsatisfactory | Performance fails to meet requirements within the current band. |  |  |
| GNM | Goals Not Met | Performance does not meet some requirements within the current band. |  |  |
| M | Meets | Performance meets all requirements within the current band. |  |  |
| E | Exceeds | Performance exceeds all or most requirements within the current band. |  |  |
| P | Promote | Performance meets requirements within the next, higher band. (Available in Bands 1–6) |  |  |

|  |
| --- |
| **Manager’s stated reasons for arriving at a different outcome:** |
| [Date and details of discussion] |