



Cook Islands Sports & National Olympic Committee

PERFORMANCE APPRAISAL/REVIEW POLICY

1. POLICY

To enable Cook Islands Sports & National Olympic Committee to measure and monitor staff development and performance through the annual performance appraisal and review.

2. SCOPE

This policy outlines the process where all employees of Cook Islands Sports & National Olympic Committee will have yearly performance appraisal/review.

3. PRINCIPLES

The performance appraisal/review is an opportunity for the Line Manager and Employee to:

- 3.1. Reflect on performance over the past year.
- 3.2. Discuss goal outcomes.
- 3.3. Discuss development needs.
- 3.4. Discuss career aspirations.
- 3.5. Set expectations.
- 3.6. Clarify and seek to remove any work place related barriers or problems.
- 3.7. Review progress against professional competencies.
- 3.8. Review the position description.

Other Relevant Documents:

Workforce Development and Training
Supervision
Code of Conduct

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Authorised by	Keywords		
	Document Title	Human Resources	Issue Date Oct 2018
	Document Type	Organisational Policies & Procedures	Review Date Oct 2020
	Endorsed by	CEO & Board	Version Version 2



Performance Appraisal/Review Processes

Administrator

Identifies employees who are due for appraisal/review and:

- Inform the staff member of the pending performance review in writing.
- Invite staff to complete the Self-assessment
- Provide staff with the 360° feed-back template.
- Provide staff with their current position description.
- Provide the staff with the individual development plan.

60 days prior to the review

Employee to be reviewed

Ensures that the following documents are completed or up to date before sending a copy it to the person conducting the appraisal/review:

- 360° feedback templates (at least 1).
- Self-assessment.
- Individual development plan.
- Position description with comments.
- Training records.
- Current driver license.
- Any other documentation deemed relevant to the appraisal/review.
- Inform the person facilitating the review how many members will attend.

14 days prior to the review

360° feedback from (example):

- clients
- family/whānau
- members of the team
- cultural advisors
- community groups

Person conducting the appraisal/review

- Completes the relevant parts of the individual appraisal/review.
- Reviews the documentation submitted by the staff to be reviewed.
- Ensures that all relevant documentation is completed and available.
- Confirms the time, date and participants of the appraisal/review.

7 days prior to the review

The appraisal/review Discussion

- Conduct the review in a transparent and consultative manner.
- Record all discussions, comments and decisions on the individual performance review document.
- Agree on goals and plan for the coming year.

Administrator

- Ensures that all records are completed and signed off by both parties.
- The documentation is filed in the personnel records.
- A copy of the documentation is provided to the staff member reviewed.

10 working days after the review

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