

## ANTICIPATION GUIDE

### Employee Performance Policy, Procedures and Q&As

Question	Reference	True/False
1. The staff member decides on their focus and professional development.	Q&A 5, 9, 24	
2. As line manager I must use as a minimum the following evidence: * data showing impact on student outcomes * information based on direct observation of teacher	Employee Performance Procedures p4 4 <sup>th</sup> dot point	
3. I, as the line manager, am allowed to access and use performance management documents from the staff member's previous workplace.	Q&A 22, 23, 36	
4. Effective performance management requires a meeting at the beginning and end of the year.	Employee Performance Procedures p4, Appendix A page 10, 3 <sup>rd</sup> dot point 3 Q&A 13,14	
5. Written feedback on performance must be provided after every performance conversation.	Employee Performance Procedures p4	
6. If a staff member does not agree with your assessment of their performance you are required to give reasonable consideration of that opinion but are not required to change your assessment.	Q&A 34, 40	

Question	Reference	True/False
7. Line managers can choose to use the Australian Professional Standards for Teachers and the Australian Teacher and Performance Development Framework.	Employee Performance Procedures p3	
8. All employees must participate in performance management consistent with the Performance Management Standard.	Policy p2 Employee Performance Procedures p3 Q&A 7, 9	
9. All employees are entitled to feedback.	Employee Performance Procedures p4, dot point 3 Q&A 5 2 <sup>nd</sup> and 3 <sup>rd</sup> dot points	
10. An employee should provide evidence that demonstrates achievement of outcomes and delivery of performance at a satisfactory level.	Q&A 4 Appendix A Towards bottom of page 10 " <i>The employee should</i> " 3 <sup>rd</sup> dot point	
11. Performance management meetings cannot be conducted during a teacher's DOTT.	Q&A 15	