## Instructions

My Objectives**:** Managers and team members should use the first part of this form to capture what’s expected for the year ahead in terms of deliverables, behaviour and contributions. This includes capturing ‘Run the Parliament’ and ‘Improve the Parliament’ objectives, that flow from the Delivery and Office Plans. You should also think about how these are delivered in line with our values, including those that support our wellbeing and work-life balance. This approach helps to focus our efforts on what we do and how we do it. Both are equally important. Remember, to keep this plan up to date to reflect new priorities and changing circumstances.

My Quarterly Feedback Form:The second part of the form is where managers and team members record a summary of the feedback received during the previous quarter. It’s important to summarise feedback, as it helps team members to reflect on their performance and prepare for future job interviews where appropriate. Remember feedback is a 2-way process. This means that colleagues are expected to provide each other with feedback on performance and behaviours aligned to our values.

An effective manager will already know if a team member is performing to the standards expected of them and will have given regular and constructive feedback before the quarterly meeting takes place.

## Toolkit

[Toolkit](http://hr/policy/Performance%20Management/PM%20Documents/Performance%20management%20Toolkit.docx?Web=1): Here you’ll find tips on how to agree what’s expected of you. You’ll find info on our values and how they support you in your everyday working. You’ll also find pointers on how to go about seeking feedback to enhance your performance. This is important as it helps to ensure you’re being recognised for when things are going well and supported when things can be done differently to improve service delivery and outcomes. If you’re a manager, it contains a worked up an example to help structure your conversations.

Finally, to keep things simple, managers and team members can link to existing plans, job descriptions, office and team sites.

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| **Part 1: My Objectives** | | | | |
| **Objective** | **Strategic Alignment** | **Define Success/Achievement** | **Indicators** | **Due Date/Milestone/**  **Measure** |
| Objective 1:  **Applicable for all line managers** - Setting clear expectations with direct reports through measurable objectives and goals for the year ahead in terms of deliverables, behaviour and contributions. | Value:  Inclusiveness | Team members focus on delivering their objectives in line with our values and supported to identify development needs. This means:   * Defining and monitoring performance against corporate standards and behaviours * Having regular conversations and quarterly feedback conversations * Providing constructive feedback in line with our values, recognising good performance, sharing successes and supporting team members to learn from mistakes * Helping to solve problems and overcoming barriers * Giving encouragement and support to those who need it; and * Acting to address issues in line with our policies and procedures | * Direct reports understand what is expected of them and receive feedback to enhance performance * Performance issues are managed in line with our policies and procedures |  |
| Objective 2: | Value: |  |  |  |
| Objectives 3: | Value: |  |  |  |
| Objective 4: | Value: |  |  |  |
| Objective 5: | Value: |  |  |  |
| Objective 6: | Value: |  |  |  |

| Part 2: My Quarterly Feedback Form |
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| Quarter 1 (April - June) |
| Quarter 2 (July - September) |
| Quarter 3 (October - December) |
| Quarter 4 (January - March) |