

## ADEP Plan Checklist for Completion

All resources mentioned below can be found on the [Performance Partnering](#) page on Te Aka.

### GENERAL:

- ☐ Has the updated ADEP Plan template (for the current year) been used?

### ACHIEVE:

- ☐ Have **all** relevant standard (or common) goals been retained and **not** deleted or amended?
- ☐ Are the individual goals concisely written and limited to approx. 4-5 top priority goals?
- ☐ Are the individual goals sufficiently aspirational – do they enable an appropriate degree of “stretch” while still being realistic and achievable?
- ☐ Do all individual goals clearly link back to the Team Takitahi and Action Plan?
- ☐ Have the individual goals been written as SMARTA goals?  
*ie. are they Specific – Measurable – Achievable – Relevant – Timed – and Agreed?*
- ☐ In particular, do individual goals have a specified timeframe for achievement?
- ☐ Have any goals that were to be carried forward from the previous year’s Review been included?

### DEVELOP:

- ☐ Have [Unitec-wide Professional Development Requirements](#) been retained and **not** deleted or changed?
- ☐ Have you specified the badge/s that you are going to undertake to meet these requirements and the timeframe for completion?
- ☐ Looking at the overall development plan (the whole D section), does it follow the 70/20/10 principle?  
**TIP:** *Most of the development activities specified should be on-the-job or learning-from-others as opposed to participation in training/courses/conferences.*
- ☐ Has the **PD leave** entitlement (total days of PD leave available for the year) been entered?
- ☐ Is there a clear indication of how the **PD leave** entitlement is intended to be used?
- ☐ **TIP:** *This should set out how many days are intended to be used for the various development activities specified above eg. 3 days working on XXX project, 1 day completing XX badge, 1 day attending XX workshop etc.*
- ☐ Has allowance been made for the use of some PD leave to complete badge requirements?

### ENJOY & PARTNER:

- ☐ Does the **ENJOY** section focus not just on what makes work enjoyable, but also on how these activities will be sustained?
- ☐ Does the **PARTNER** section focus not just on *who* needs to be partnered with, but also *how* effective partnering will be maintained, with consideration given to living Te Noho Kotahitanga?

# Performance Partnering



**TIP:** The **PARTNER** quadrant should not just be a list of names – it should include consideration of the different needs of key partners and key considerations for partnering effectively with them.

## OVERALL:

- ☐ Has the ADEP Plan been signed and dated by both the employee and the manager?

## TIPS FOR SUBMITTING TO PEOPLESFT:

- ☐ If uploading a scanned copy, check that all pages of the document have been scanned
- ☐ Ensure the correct dropdown (for the current year) is used when uploading.
- ☐ Full upload instructions can be found [here](#)

## WHAT NEXT?

- ☐ Once the ADEP form has been agreed, signed and submitted, Partnering Check-in conversations should be scheduled – these should be happening approximately every 90 days.

If you have any questions, please contact your [Human Resources Business Partner](#)