

## Review of Achievements Checklist for Completion

### GENERAL:

- ☐ Has the correct Review of Achievements template (for the year you are reviewing) been used?

### ACHIEVE:

- ☐ Has commentary been provided on the extent to which the key accountabilities (or day-to-day requirements) of the position have been met?
- ☐ Has commentary or evidence been provided against all individual goals?

**TIP:** *The easiest way to do this is by summarising the goals from the ADEP Plan and briefly commenting against each of these. Ensure all goals are addressed, whether achieved or not.*

- ☐ If there are goals that haven't been achieved, has an explanation been provided?
- ☐ Has reference been made to any relevant data / feedback?
- ☐ Are there any goals to be carried over to the next year's ADEP Plan and have these been noted?
- ☐ Has an agreed level of achievement for individual goals been indicated?

### DEVELOP:

- ☐ Has commentary been provided as to whether professional development badge requirements have been met, along with any details of badges completed?
- ☐ If badge requirements have not been met, has an explanation been provided along with a plan for completion?
- ☐ Has commentary or evidence been provided regarding level of achievement against each development goal?
- ☐ If there are development goals that haven't been achieved, has an explanation been provided?
- ☐ Are there any development needs to be carried over to next year's ADEP Plan and have these been noted?

### ENJOY & PARTNER:

- ☐ Has comment been made on how effectively Enjoy activities have been embedded?
- ☐ Does the Partner section focus on the effectiveness of partnering relationships (demonstrating the Unitec values ie. Living Te Noho Kotahitanga), not just a list of partners?
- ☐ Has reference been made to any relevant feedback from partners?
- ☐ Has an agreed level of values demonstration been indicated?

# Performance Partnering



## OVERALL:

- ☐ Has an overall level of achievement, taking account of all aspects of the review, been discussed, agreed and indicated on the form?
- ☐ Has the manager had opportunity to add any comments to support the levels of achievement?
- ☐ Has the Review form been finalised, signed and dated by both the employee and the manager?

## TIPS FOR SUBMITTING TO PEOPLESOFT:

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

If you have any questions, please contact your Human Resources Business Partner