
















A PERFORMANCE ASSESSMENT ALGORITHM

This algorithm is not designed for a formal disciplinary process – it is an aid in planning to get the best from a staff member by identifying issues preventing them from performing effectively.

QUESTIONS FOR YOU		POSSIBLE ACTIONS
Does the person understand their role and responsibilities	NO 	Review and discuss their role description. Discuss the school development plan and their objectives within that plan.
YES 		
Does the person have the knowledge and skills to perform their job?	NO 	Look at professional development options. Reorganise objectives to better suit the person's skills.
YES 		
Does the person have the resources to do the job?	NO 	Increase resource available to the person or adjust timelines/expectations to accommodate a paucity of resources.
YES 		
Are there any personal factors preventing good performance?	YES 	Check with person if there are non-work influences that are impacting on the person's performance. How can these be accommodated? Check for other blockers or obstructions and act to remove them.
NO 		
Are you placing an excessive burden on the person for good performance?	YES 	Provide rewards and recognition in times of high workload and high expectations. Provide additional support.
NO 		
Does the person have their heart in the job?	NO 	Is there an opportunity for a sabbatical or renewal or career counselling for the person? Would a coaching/mentor program assist in changing attitudes?
YES 		
Do you have a reward and recognition process?	NO 	Develop a school-wide policy. Provide regular feedback rewards and recognition for good quality performance.
YES 		
Still not performing	YES 	Talk with school leadership about formal processes.