



Permanent Employee PDR 2011

Employee Name:	Danielle Ockwell	Manager's Name:	Jacqui Barnat
Current Position Title:	Childcare Assistant	Centre:	Caringbah BASC
Date of Review:	9/9/11	Time in position:	4 1/2 years (3 years caringbah BASC)

The Performance & Development Review process is an opportunity to take time with your employee to:

1. Reflect back on performance over the last 12 months and celebrate successes
2. Reaffirm current performance
3. Plan for future success

It is vital that the performance & development review process is a positive affirmation of your staff and provides clear direction and support for them to be successful in their personal development and their roles with the Y.

SECTION 1 REFLECTION

Reflect Back (To be completed by both manager and employee in open discussion)

Describe the employee's areas of excellence and success over the past 12 months, identifying what you/the employee have achieved or done particularly well. Outline and discuss the employee's key personal successes and YMCA position successes that they significantly contributed to as part of their role from the past 12 months below (List 3 – 5 successes for each):

Personal Successes	YMCA Successes you significantly contributed to
take on coordinaton type role in absence of coordinator -> supervising staff -> basic daily management.	Contributions to Holiday adventures, local & regional meetings.
Anaphylaxis training	Centre reporting
Involvement with parents at OSHC.	Centre meetings.
	community events.



YMCA
We build strong PEOPLE
strong FAMILIES
strong COMMUNITIES

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Describe and discuss the challenges experienced over the last 12 months?

* The change over from Brooke to John. That was different & hard to adjust at first but turned out to be a great thing. Adjusting to the bus run procedure

Are there any areas that can be improved on to alleviate these challenges arising again?

What would you have done differently if you had your time again?

* Nothing im very happy with where I am at with my job right now.



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REVIEW OF POSITION & RESPONSIBILITIES

Do you have a current Position Description?

YES NO

Do you fully understand the requirements of the position and responsibilities?

YES NO

KEY FOR RATINGS

Unsatisfactory Performance	Inconsistent Performance	Meets Expectations	Exceeds Expectations	Exceptional Performance
1	2	3	4	5

SECTION 2 REAFFIRM CURRENT PERFORMANCE

Using the YMCA Personal Attributes Guide, discuss and give examples to reaffirm and rate the employee's current performance in behavioral traits expected by the organization for their role:

Personal Attribute Expectations	Comment/Example	Rating		
		Manager	Self	Agreed
Team work and Communication	<i>I think I work well with John, we run a great centre & have open communication each day. While working with other staff I try to maintain a good level of communication & teamwork</i>	4	4	4
YMCA Values Driven	<i>I treat staff, parents & children with respect and honesty. I always take the time to listen to others.</i>	3	3	3
Customer Service and Initiative	<i>I'm getting better at taking initiative within the centre. Always do my best to help answer questions & give info to parents.</i>	3.5	3	3.5
Leadership and Workplace Practice	<i>When John is away on Thursdays im enjoying that day to be in charge & run things. Learning stuff from John & being involved in things he does.</i>	4	3	4



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Please list the employee's Key Role Objectives for their current position. These are key objectives set at the last PDR. Rate the employee's performance against these and give specific comments/examples where possible. (List 3-5 objectives). NB: If this is the employee's first PDR, move straight to section 3 and set objectives for the next 6-12 months.

*→ not completed in 2010 so use future
12 month projection instead*

NEED TO VIEW LAST YEARS PDR. JOHN.

Key Role Objectives	Actions	Measures/Target (SMART OBJECTIVES)	Rating		
			Manager	Self	Agreed



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SECTION 3 PLAN FOR FUTURE PERFORMANCE

Plan for the next 6-12 months by listing the employee's personal objectives for their role. List 3-5 personal role objectives below in the summary table.

NB: Once the PDR is complete, allow the employee 1 month to take these objectives and complete their own work plan for how to meet these objectives over the coming 6-12 months. Provide them with the attached document template (personal work plan) and arrange to meet again with your employee in a month to sign off on their work plan.

Future Personal Role Objectives

(objectives requiring specific action in the next 6-12 month period that are developed by the employee; these objectives are personal development items, not items in relation to role targets)

Running Carving bah public ASHC. as Centre coordinator.

Gaining licence so can be bus driver for more excursions in holiday program.

Learning more administrative tasks → Q/e data entry



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Professional Development

Are there any training and development needs identified for or by the employee?

Food handling, Child protection, NQF training

Who will be responsible for ensuring this is actioned? (Is it the employee's responsibility or that of the YMCA?)

Joint responsibility mine to ask for training & Employer to book training I require

Where would you like to be in 12 months time?

Enjoying my job. -> Coordinator at a centre

Final comments (To be completed by the employee)

Is there anything that your supervisor can do to help you continue on the path to success?

Keep teamwork going, open communication

The ratings and comments during this review have been discussed and agreed upon between the employee and their manager.

Employee..... *D. Gidwell* Date..... *9/9/11*
 CENTRE ~~Manager~~..... *J. Lee* Date..... *9/9/11*
 COORDINATOR

Date HR received..... *9.9.11* *Sharat* Children's Services Coordinator.