This document is conducted jointly between the staff member and a manager for the purpose of appraising work performance and ensuring the staff member feels able to contribute ideas to quality improvement.

Name: Date:

| **Task** | **Comments** |
| --- | --- |
| Your job roleDo you understand your job role and the way it contributes to Kyeema’s strategy? |  |
| Are you familiar with Kyeema’s organisational structure, different departments and sites? |  |
| Do you feel well supported in the role? |  |
| Do you feel your workload is manageable? If not, have you spoken to your manager? |  |
| Which parts of your job do you find most satisfying? |  |
| Which parts are least satisfying? |  |
| Can you suggest improvements that would make your role at Kyeema better? |  |
| Quality and safeguardsAre you aware of the Zero Tolerance approach to participant abuse, neglect or exploitation? |  |
| Are you aware of how to manage or refer participant complaints or allegations? |  |
| Do you understand the NDIS principles of choice and control? |  |
| Risk ManagementIf you become aware of something that is a risk to Kyeema’s business operations in some way, do/would you alert your manager or the CEO to this? |  |
| Professional CommunicationDo you maintain positive workplace relationships, using respectful communications? |  |
| Do you complete the reporting or other administration tasks required by your supervisor? |  |
| Are you able to deal with conflict in a calm and professional manner? |  |
| Being part of the bigger pictureDo you feel welcome to contribute your ideas to the team? |  |

***Do you have further training needs? Please document here and forward information to the Training Officer.***

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***Are there any further comments you would like to make?***

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*Staff Signature Manager’s Signature*

Date: Date: