



## QulVAA Staff Well Being & Performance Review (WBP Review)

Staff Members Name:		Position Title:	
Location:		Date Commenced:	
Review Conducted By:		Position Title:	
Date of Review:		Review Period:	

### **STEP 1:**

What does “Wellbeing” look like for you? During your work hours allocate dedicated personal reflection time to contemplate your individual interpretation of "wellbeing." Articulate and visualize your distinctive connection with elements such as substances, physical & mental health, Family and Community circumstances, menstrual/menopause cycle, etc., and consider how these facets may intersect with your overall well-being in your role with QulVAA.

. Reflect on the conditions necessary for you to maintain well-being at work. This first step invites you to candidly express what you require from QulVAA should you encounter “difficulties/life happening” and specifies which internal, external, and community connections you wish to activate in such circumstances. Given the deeply personalized nature of this section, feel free to transcend the confines of this document as needed.

### **STEP 2:**

Please submit any notes or reflections for your consideration to the Chief Executive Officer a minimum of 24 hours in advance of the scheduled in-person meeting. This timeframe will afford the CEO a opportunity to thoroughly review the materials, facilitating a more informed discussion during the meeting. This proactive approach aims to identify potential synergies between your personal well-being, job responsibilities, and organizational objectives, fostering a constructive dialogue for strategic alignment.

### **STEP 3:**

This document provides multiple formats for you to evaluate your work prior to the WBP review. Staff need to consider their work over the review period and provide specific examples against each objective or goal. This may require you to refer to your job description and work plans.



**STEP 4:**

The CEO provides a copy to the staff member and files the document on ELMO.

**What does “wellbeing” uniquely look like for you?**



### **Your Wellbeing Objectives**

Objective	Individual Objective	QuIVAA Objective

### **Reflective Self-Assessment & Performance Summary**

**Employee's Comments** (Comment on your highlights and lowlights over the review period)

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**Manager’s Comments** (Ensure you comment on areas of strength as well as areas for development)

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NB: CEO and staff member need to discuss each other's contribution to the performance summery section to ensure full understanding of each other perspectives.

**Work Goals:**

**Please identify development areas and strengths within your current role at QuIVAA**

	Individual	Organisational



	Individual	Organisational

#### INDIVIDUAL DEVELOPMENT PLAN (based on current position)

Development Need	Action	Who?	When?

#### CAREER INTERESTS and Training Opportunities (future planning – optional at Employee's discretion)

Career Goal	Skills/Competencies Required	When?
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**SETTING FUTURE PERFORMANCE OBJECTIVES** *(Objectives should also consider the goals of the relevant project or service your delivering)*

These may not change from year-to-year dependent on your role, however in some circumstances the CEO and staff member will agree additional Performance Objectives, this might be a stretch/development key performance indicator or a project that has been assigned to the employee. Performance Objectives agreed will also take into account the goals of the organisation.



Objectives
1.
2.
3.
4.
5.

Employee's Signature:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager's Signature: \_\_\_\_\_  
\_\_\_\_\_



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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