

ADR Further Employee Guidance

Q11: When should I (the reviewee) hand over the completed ADR documentation to my line manager?

Answer: You should give your line manager the completed template at least 3 working days' prior to your scheduled ADR meeting. This will allow your manager time to reflect on your performance and include their comments with regard to your workplan and key result areas and competencies/behaviours on the template.

Q12: What sort of practical examples can be used to demonstrate competency in my role?

Answer: Whilst this is not an exhaustive list, the following are generic examples that people are using as part of the ADR process:

- Key Performance Indicators/service level agreements
- External review reports/ feedback
- Covalent statistics/figures
- Feedback from colleagues, peers, customers, suppliers
- Survey results
- Service/ team outcomes
- Delivery/ involvement in Projects
- Service/ event evaluations
- Complaints
- Compliments
- Deadlines met, milestones/targets achieved
- Completed tasks, reports etc.
- Contributions at meetings, one to one's and any continuous improvement ideas
- Any coaching/mentoring of colleagues
- Taken on any additional tasks/responsibilities
- Application of any training/development

Additional examples could be used dependant on your specific role within the council.

Q13: What was the intention of including assessment (scoring) criteria as part of the ADR process?

Answer: The assessment/scoring is to ensure that the process provides sufficient focus on the current level of employee performance. This was determined to be necessary as an important part of ADR is about planning for performance improvement.

Q14: Do we need to assess/score?

Answer: As mentioned above, assessment and scoring are an integral and important part of the ADR process as it helps generate discussion. During the review meeting this discussion will reflect on what support is required to improve employee performance.

Q15: What types of development opportunities are available to me?

Answer: Whilst not an exhaustive list, the following opportunities may be available within the council depending on what your line manager deems appropriate:

- On the job training
- Coaching/mentoring
- Secondments
- Project based learning
- E-learning
- Class room based (training calendar)
- Webinars
- Reading
- Google
- You Tube
- Conferences/seminars
- Free events
- Action learning sets

Any agreed development opportunities should relate to the individual's specific job/role and should suit the individual's preferred learning style.