



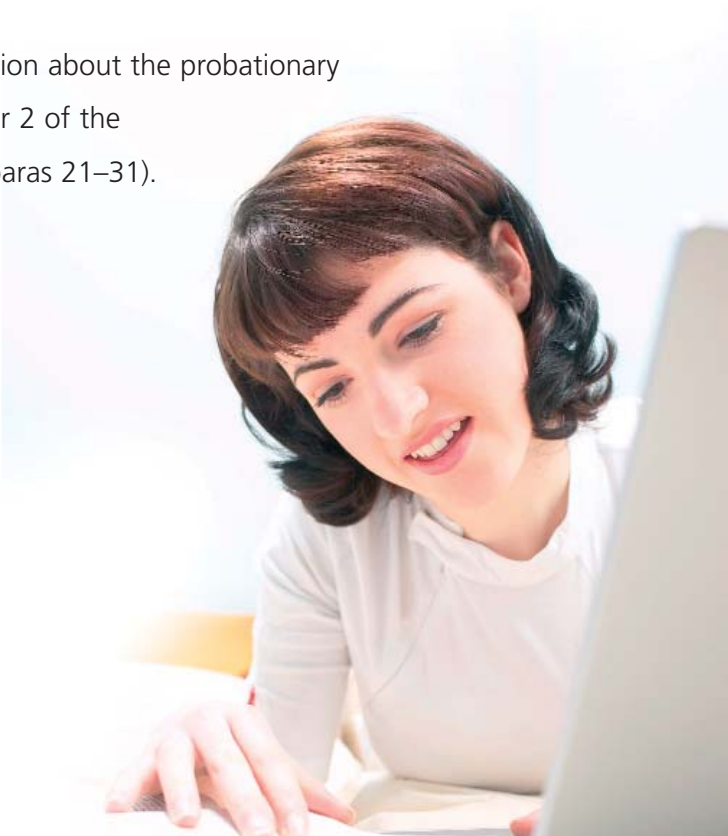
Performance Management for new starters



Performance Management for New Starters

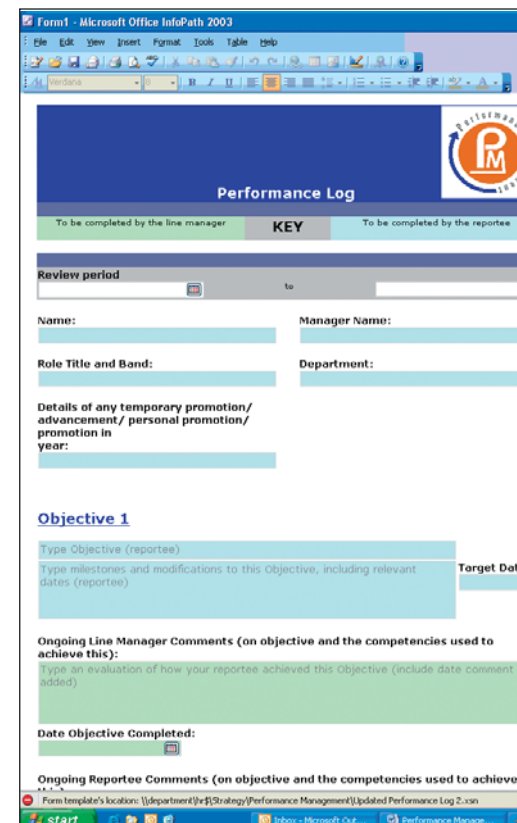
When you join Ofgem you will be on a six month probationary period. The purpose of the probationary period is twofold – to allow you to get to grips with your new role and develop the skills, knowledge and competencies you need to be successful in the role; and to provide Ofgem with the opportunity to test your suitability for permanent appointment.

For more information about the probationary period see Chapter 2 of the Staff Handbook (paras 21–31).



What do I need to do in my first month of working for Ofgem?

Within the first month of your employment with Ofgem you and your line manager should discuss and agree your performance objectives for the probationary period and the competencies which support their achievement. Your performance objectives should then be logged in your Performance Log (see screen print below) which will have been set up by your HR Business Partner and can be found in Infopath on the K: drive – Performance Management – your surname and initial. Both you and your line manager will have access to this log but nobody else will be able to access them.



Form1 - Microsoft Office InfoPath 2003

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Performance Log

To be completed by the line manager **KEY** To be completed by the reportee

Review period

to

Name: **Manager Name:**

Role Title and Band: **Department:**

Details of any temporary promotion/ advancement/ personal promotion/ promotion in year:

Objective 1

Type Objective (reportee)

Type milestones and modifications to this Objective, including relevant dates (reportee) **Target Date:**

Ongoing Line Manager Comments (on objective and the competencies used to achieve this):

Type an evaluation of how your reportee achieved this Objective (include date comment added)

Date Objective Completed:

Ongoing Reportee Comments (on objective and the competencies used to achieve this):

Form template's location: \\department\hr\Strategy\Performance Management\Updated Performance Log 2.xsn

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Any development needs discussed with your line manager should be highlighted to your HR Business Partner and logged in the development sections under each objective in the Performance Log.



What do I need to do on an ongoing basis?

Throughout your probationary period (and throughout your whole career with Ofgem) you should have regular discussions with your line manager about your performance against your objectives and the competencies which support their achievement. Both you and your line manager are equally responsible for ensuring that these discussions take place.

Your Performance Log provides both you and your line manager with space to record your side of these discussions and should be completed regularly. It is vital that you complete this document as your line manager will be asked to make a recommendation as to whether your appointment will be confirmed at the end of your probationary period and the Performance Log will provide the evidence for this recommendation.

Any development actions coming out of these discussions should be logged in the development sections under each objective in the Performance Log.

What will happen at the end of my first six months of working for Ofgem?

At the end of your probationary period you and your line manager should have a two way meeting, and discuss performance openly. The meeting should be constructive, with the outcome being a common understanding about how you have performed during the review period.

Following this meeting your line manager will complete a short Probation Form which should be agreed by you. They will then return this form, along with a print out of your Performance Log, to your HR Business Partner. You should not have any other formal performance reviews whilst you are in your probationary period. For more information about the end of probation review see the performance management guidance on the intranet – PM Formal Performance Reviews Policy/ guidance.

Once you have successfully completed your probationary period your objectives should either be carried forward or revised to reflect the fact that your knowledge of and confidence in the role has increased.



Where can I find more information about Ofgem's Performance Management System?

More information on Ofgem's Performance Management system can be found in the Performance Management guidance in the policies and forms database on the intranet. All Performance Management-related documentation is prefixed by the letters 'PM'.

Leaflets relating to the different stages of the Performance Management system are released at relevant stages throughout the year. Your HR Business Partner will also be happy to answer any questions.



Stages of Performance Management for New Starters



Ofgem Performance Management - Timetable of events

What is happening?	When?
Formally agree and set personal objectives with line manager (and on an ongoing basis) Log personal objectives on electronic performance log	April
Update performance log	July
Update performance log	August
Formal development review with line manager Update Performance and log development needs in development sections under each objective in the Performance Log	October
Update performance log	December
Update performance log	January
Managers of staff to attend standard setting meetings Update performance log	February
Formal end of year review to be conducted Update performance log	March
All performance logs and formal reviews (including a pay recommendation) to be with HR by the end of April	April