

OUTSTANDING PERFORMANCE



THE UNIVERSITY
OF QUEENSLAND

Level 10 staff members whose salaries are at or above the “grade rate” may only apply for any subsequent progression at minimum intervals of two years. Describe below, giving examples where available, how you believe you have met each of the criteria.

LEADERSHIP

- Maintained and enhanced standing in discipline or in professional or peer group;
- Successfully represented the University or the relevant organisational unit both inside and outside the University;
- Established and maintained effective structures to promote improvement and facilitate change.

POLICY AND PLANNING

- Established and maintained an effective strategic plan with appropriate links to other relevant plans;
- Introduced and implemented successfully ongoing reviews of organisational policies and procedures;
- Contributed significantly to University policy formulation and decision making.

ADMINISTRATION AND MANAGEMENT

- At least achieved, and preferably exceeded, all relevant targets and goals;
- Operated within agreed budget limits;
- Effected appropriate and workable solutions to deal with personnel, administrative or financial problems.

ASSESSMENT
(to be completed by the supervisor)

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ASSESSMENT
Summary and Recommendation

The criteria have been fully met (place X in appropriate box)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
The annual salary should be	\$			

Assessor's Signature	Date
Appointment	
Staff Member's Signature	Date
I have seen the above assessment and recommendation	

APPROVAL

Approved (place X in appropriate box)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Annual Salary	\$			
<i>Any change to salary will take effect from 1 January in the year following the performance review. The recommended salary must take account of the market review of Level 10 salaries advised in December each year.</i>				
Signature	Date			
Appointment				