Aberystwyth University Effective Contribution Scheme

Guidance for employees being reviewed (Non-Academic)

From 1 July 2016 the University is simplifying its performance management processes for employees.

1.   Introduction

The University has improved the way in which the contribution employees make to the success of the university is discussed and reviewed in a revised process called the Effective Contribution Scheme (ECS). This scheme replaces the Staff Development and Performance Review (SDPR) process which was introduced in 2010.

2.   What is included in the ECS?

2.1   The review of your **objectives** from the previous year and setting new ones for the following year, taking into account targets set for your area as part of the planning round - in effect, your contribution to the achievement of our strategic aims: recruitment, reputation and sustainability. You should discuss and identify any development needs you may have to deliver those objectives.

2.2   Health and Wellbeing The meeting provides the opportunity to ensure a healthy worklife balance can be achieved through delivery of the above outcomes.

3. Recording the outcomes
Recording the outcomes of the ECS meeting on an on-line form completed by you and your reviewer. An online portal has been created for this purpose and it will automatically upload completed ECS forms to ABW. This is to monitor completion rates. The content of the form can only be viewed by you, your reviewer and your second reviewer.

4.   Who does the review?

The review process will overseen by **a reviewer,** normally the line manager but this could be the head of a research project or a Department/Insitute Director and **a second reviewer**, who will check that objectives are feasible and aligned with the aims of the department/Institute, but also to ensure that previous achievements are recognised.

5.   Where does the review happen?

The ECS meeting should, if possible, take place in a neutral environment, which is neither your nor your reviewers normal work space. The location of the meeting should be:
- Free from distractions (computer, mobile telephone, work colleagues).

- Conducive for a confidential two way conversation.

6.   How do I prepare for the meeting?

- You should complete the ECS form through the online portal with your initial thoughts and responses to the questions.
- You should give examples of what contribution you have made over the past year e.g. day to day tasks, projects, etc; and how these relate to the department's principal objectives.
- You should identify factors which contributed to your success or what factors prevented these objectives from being achieved.
- You should think about your objectives for the coming year and what challenges you may encounter in meeting these objectives.
- You should not refer to issues of *grievance* or *complaint* <u>unless</u>; these issues have been mentioned in advance, your Reviewer should be aware of all issues for discussion and not be surprised by any last minute inclusions or issues that should have been dealt with on a daily management basis.

7.   How does my Reviewer prepare for the meeting?

- Your Reviewer will read your initial thoughts, on the ECS form you have completed.

8.   How is the meeting structured?

- You should discuss the questions and your intial responses on the ECS form with your Reviewer and where possible agree on expectations for the coming year.
- Your Reviewer may well ask what could you have done differently which may have assisted in the achievement of your objectives?
- You will need to review objectives from the last year.You will need to discuss what you are expected to achieve in the next 12 months, what are the main objectives and activities likely to be in relation to the team and department`s objectives?
- All objectives should be SMART (Specific, Measurable, Achievable, Realistic and Timed).
- You should also talk about how you would like to see your current role develop in relation to your career aspirations within the Unit/Department/Institute in both short and longer term?

9.   What happens after the meeting

You need to ensure that the completed forms includes:
- Objectives achieved (the measure of performance)
- Objectives which have failed to be achieved and the reasons they were not achieved.
- Outlined 3-5 SMART objectives for the coming twelve months, aligned to the department's principal objectives which should include:
- Objectives relating to personal development e.g. targets that relate to training and development of the individual
- Defined personal development / training plan