



Graduate Performance and Development Plan

NSW Government Graduate Program

A person smiling for the camera

Description automatically generated with medium confidence Graduate Performance and Development Plan Template

This template is designed to assist graduates and managers with drafting objectives for the   
6-month placement. A new plan is to be created for each placement.

|  |  |
| --- | --- |
| Graduate |  |
| GEN Number |  |
| Manager |  |
| Agency |  |
| Placement |  |
| Program |  |

1. This plan must be transferred by the graduate into the online PDP platform at the start of the placement at <https://graduatepdp.psc.nsw.gov.au> for manager approval.
2. A formal review must be completed by the graduate and the manager in the online PDP platform at the end of the placement.

## Directions

Performance objectives enable you to set clear expectations around your performance and priorities during the placement. Your objectives should clearly communicate the tasks you will perform, the timeframe and outcomes, as well as how you will perform them (ie. capabilities demonstrated).

1. Define 3-4 performance objectives for this placement, each consisting of:

* a title descriptor
* a minimum of 2 key milestones
* a start and end date for each key milestone
* Include:
  + What you will do – objectives, targets, time and measures
  + How you will do it – capabilities demonstrated

1. When creating your performance objectives you are encouraged to reference the following information:

* Your stream specific role description
* [NSW Public Sector Capability Framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/nsw-public-sector-capability-framework)
* Team objectives
* Your department/agency's strategic business plan
* Discussions with your manager
* Public Sector Values and your agency’s Code of Conduct
* Formal learning course matrial

1. When creating your performance objectives follow the SMART principles as pictured below.

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| **Specific**  Define what you will accomplish using clear language. What, when, where and how. | **Measurable**  Can you track the progress and measure the outcome? Provide metrics or targets. | **Attainable**  Is it reasonable to be accomplished and within the expectations of your role? | **Relevant**  Is it consistent with your other bjectives, meet your needs and relate to your wider job function? | **Timely**  Define a time limit. This will establish a sense of urgency and promote better time management. |

## Performance Objectives

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| **Performance Objective 1** (complete at the start of placement) | | | | |
| *Delete this example and insert your own objective.*  *Eg, Research existing policies and guidelines relating to Flexible Working Arrangements in the public and private sectors and present findings to the ABC committee at the ABC Working Group meeting in June.* | | | | |
| **Key Milestones** (minimum of 2) | | **Start Date** | **Due Date** | |
| Eg. Prepare a project scope and project schedule. | | 10/02/2020 | 12/04/2020 | |
| Eg. Prepare a presentation and present findings to Corporate. | | 16/03/2019 | 9/06/2020 | |
| **Manager Review** (manager complete at the end of placement) | | | | |
| Click on the check box to select an outcome: | **Met**  **Not Met** | | |
| Overall commentary including achievements and capabilities demonstrated: | | | | |
| What worked well: | | | | |
| Challenges faced: | | | | |

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| **Performance Objective 2** (complete at the start of placement) | | | |
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| **Key Milestones** (minimum of 2) | | **Start Date** | **Due Date** |
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| **Manager Review** (manager complete at the end of placement) | | | |
| Click on the check box to select an outcome: | **Met**  **Not Met** | | |
| Overall commentary including achievements and capabilities demonstrated: | | | |
| What worked well: | | | |
| Challenges faced: | | | |

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| **Performance Objective 3** (complete at the start of placement) | | | | |
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| **Key Milestones** (minimum of 2) | | **Start Date** | **Due Date** | |
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| **Manager Review** (manager complete at the end of placement) | | | | |
| Click on the check box to select an outcome: | **Met**  **Not Met** | | |
| Overall commentary including achievements and capabilities demonstrated: | | | | |
| What worked well: | | | | |
| Challenges faced: | | | | |

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| **Performance Objective 4** (complete at the start of placement) | | | |
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| **Key Milestones** (minimum of 2) | | **Start Date** | **Due Date** |
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| **Manager Review** (manager complete at the end of placement) | | | |
| Click on the check box to select an outcome: | **Met**  **Not Met** | | |
| Overall commentary including achievements and capabilities demonstrated: | | | |
| What worked well: | | | |
| Challenges faced: | | | |

**Maximum of 4 performance objectives per placement.**

## Directions

Development Objectives are activities you’ll complete as part of your development towards meeting all 16 capabilities at the program end. These capabilities are set out in the [NSW Public Sector Capability Framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/nsw-public-sector-capability-framework) and your role description.

1. Define 3-4 development objectives for this placement, each consisting of:

* a title descriptor
* a minimum of 2 action steps
* a start and end date for each action step

1. When creating your development objectives define which categories are relevant, select all that apply:

* Experience: networking, rotations, stretch opportunities in your role
* Exposure: peers, mentors, executive sponsor, manager
* Education: formal learning course material, eBooks, journals, short courses, further education

1. Development objectives should consider knowledge, skills, abilities or experiences to further develop capability level or meet performance objectives.

## Development Objectives

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| **Development Objective 1** (complete at the start of placement) | | | |
| *Delete this example and insert your own objective.*  E.g. Improve teamwork, communication and collaboration skills. | | | |
| **Action Steps** (minimum of 2) | | **Start Date** | **Due Date** |
| E.g. Diploma of Government Workshop and assessment – Use Complex Workplace Communication Strategies. | | 10/04/2021 | 12/04/2021 |
| E.g. Attend team meetings. | | 10/02/2021 | 9/08/2020 |
| E.g. Seek feedback from peers and manager. | |  |  |
| Select all that apply: | Experience  Exposure  Education | | |

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| **Development Objective 2** (complete at the start of placement) | | | |
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| **Action Steps** (minimum of 2) | | **Start Date** | **Due Date** |
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| Select all that apply: | Experience  Exposure  Education | | |

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| **Development Objective 3** (complete at the start of placement) | | | |
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| **Action Steps** (minimum of 2) | | **Start Date** | **Due Date** |
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| Select all that apply: | Experience  Exposure  Education | | |

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| **Development Objective 4** (complete at the start of placement) | | | |
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| **Action Steps** (minimum of 2) | | **Start Date** | **Due Date** |
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| Select all that apply: | Experience  Exposure  Education | | |

**Maximum of 4 development objectives per placement.**

## Capabilities Assessment

1. The Start of Placement capabilities assessment is drawn from the most recent assessment. This is either the assessment process to join the graduate program, or the previous placement manager’s End of Placement Review. Details can be found in the online PDP platform.
2. The manager is to complete the End of Placement assessment at the end of the placement.

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| **Capability Group** | **Capability Name** | **Level** | **Start of Placement** | **End of Placement** |
| Personal Attributes | Display Resilience and Courage | Foundational | Carried from the previous assessment and visible in the PDP platform. | Click to select |
| Act with Integrity | Foundational | Click to select |
| Manage Self | Intermediate | Click to select |
| Value Diversity and Inclusion | Intermediate | Click to select |
| Relationships | Communicate Effectively | Intermediate | Carried from the previous assessment and visible in the PDP platform. | Click to select |
| Commit to Customer Service | Foundational | Click to select |
| Work Collaboratively | Foundational | Click to select |
| Influence and Negotiate | Foundational | Click to select |
| Results | Deliver Results | Foundational | Carried from the previous assessment and visible in the PDP platform. | Click to select |
| Plan and Prioritise | Foundational | Click to select |
| Think and Solve Problems | Intermediate | Click to select |
| Demonstrate Accountability | Foundational | Click to select |
| Business enablers | Finance | Foundational | Carried from the previous assessment and visible in the PDP platform. | Click to select |
| Technology | Intermediate | Click to select |
| Procurement and Contract Management | Foundational | Click to select |
| Project Management | Intermediate | Click to select |

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| **Strength** | All behavioural indicators were demonstrated, clearly demonstrating capability at this level. |
| **Meets** | A majority of behavioural indicators were demonstrated, meeting the pre-established standards for this capability. |
| **Requires Development** | Few behavioural indicators were demonstrated, indicating development is required on this capability. |
| **Not Observed** | The capability was not observed during this placement. |

## Overall Placement Assessment

During the performance review meeting held at the end of the placement, both parties should discuss progress towards the objectives, as well as areas of both strength and development noted during the placement.

This section is an opportunity for both parties to formally record these discussions and endorse the Review.

PDPs are then accessible by the next placement manager to assist them to get to know the graduate and define the next placement objectives to support the graduate’s development and successful completion of the program.

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| **Manager’s Assessment** (manager select one rating that applies at the end of the placement) | |
| **Exceeding** | Overall contribution exceeds expectations for the role.   * Graduate regularly accomplishes more than what is expected and does so with a lower level of guidance than expected * Behaviours and use of capabilities consistently exceeds expectations |
| **Achieving** | Overall contribution consistently meets expectations for the role.   * Graduate is seen as being a solid and reliable contributor who can be counted on to do what needs to be done * Behaviours and use of capabilities fully meets expectations |
| **Progressing** | Some development is required to meet expectations for the role.   * Graduate is progressing but is not meeting all expectations for the role * Some improvement and additional support is needed to fully meet expectations * Some capability development is required to consistently meet established expectations |
| **Unsatisfactory** | Overall and continued contribution is well below expectations for the role.   * Graduate has been provided with ongoing support and regular feedback on the capabilities and requirements for the role, however, unsatisfactory performance is unable to be resolved during this placement. * Requires a higher level of supervision and direction than is appropriate for the role |

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| **Manager’s Overall Placement Commentary** (complete at the end of placement) |
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| **Graduate’s Overall Placement Commentary** (complete at the end of placement) |
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2. A formal review must be completed by the graduate and the manager in the online PDP platform at the end of the placement.

Process and content enquires can be directed to your manager or agency coordinator. For IT support, please email [nswgraduateprogram@psc.nsw.gov.au](mailto:nswgraduateprogram@psc.nsw.gov.au)