|  |
| --- |
|  |
| This checklist is designed for managers of a graduate in the NSW Government Graduate Program. All documents referred to are available on the [NSW Government Graduate Program Resources](https://www.psc.nsw.gov.au/graduateprogramresources) site. Prior to commencement Reach out to the graduate to welcome them to the agency and your team. Ensure they are onboarded. Access the resources site to familiarise yourself with the Graduate Program. Week 1 Discuss the expectations of the role, attendance and conduct expectations, and confirm the graduate has a copy of their stream specific graduate role description. Provide examples of key work outputs required and any resources or information relevant to their role.  Receiving ongoing, timely and authentic feedback is the key to high performance. Ongoing conversations should therefore take place throughout the placement to ensure there are no surprises at the formal End of Placement Review. Arrange weekly one-on-one meetings to discuss their performance, wellbeing, progress towards their PDP objectives and formal learning program (see the Manager’s Calendar for formal learning program dates).  Review their strengths and areas for development as noted in:   * **The Development Report** provides information about the graduate’s experience, qualifications, strengths and areas for development, with assessor commentary from the recruitment process. A copy is available in the online [PDP platform](https://graduatepdp.psc.nsw.gov.au/).   *Note, this report is designed for your information only, to support the graduate’s development.*   * **The previous placement PDP** includes the previous manager’s assessment at the end of the placement. A copy is available in the online [PDP platform](https://graduatepdp.psc.nsw.gov.au/) or from the graduate. * **The Graduate Profile for Rotation,** created by the graduate during placements 1 and 2, this profile is designed to provide a self-review of their most recent experience, strengths and areas they wish to develop. A copy is available in the online [PDP platform](https://graduatepdp.psc.nsw.gov.au/).   Discuss the graduate’s strengths and capabilities noted for development, including the behavioural indicators. Ensure this discussion sets up realistic expectations.  *Note, successful completion of the program includes meeting all 16 capabilities at the program end.*  Together with the graduate, develop 3-4 performance objectives and 3-4 development objectives to form the PDP’s Start of Placement Plan.  *A Word document template is available to draft objectives offline.* 1 month check-in Discuss their progress towards their PDP objectives and formal learning program. Provide feedback and coaching to support their experience, development, and success in the Program.  Ensure the graduate’s Start of Placement Plan is entered and approved in the online [PDP platform](https://graduatepdp.psc.nsw.gov.au/). 3 month check-in Discuss their progress towards their formal learning program. Provide feedback and coaching to support their experience, development, and success in the Program.  Discuss their achievements to date in meeting their PDP objectives, including demonstrating the relevant capabilities. Ensure they are capturing evidence of their achievements. If you identify any gaps, work with your graduate to put in strategies to address these. There should be no surprises at the end of placement review. It should also be noted that at the end of the 18 months, graduates who have exceeded the capability levels required, may be considered for conversion to a higher graded role, in accordance with GSE Rule 20a.  Discuss their performance against the role requirements. Where performance, conduct or attendance is not satisfactory, discuss any concerns with the graduate and where necessary, seek advice from HR and keep your Agency Coordinator informed. As with any other employee, refer to your agency policy where required. 5 month check-in and formal review 2-3 weeks prior to the end of the placement, arrange a formal meeting to discuss progress towards their objectives, their overall performance, capabilities demonstrated, key achievements and progress toward their formal learning program.  Ask the graduate to provide evidence of achievements in meeting their objectives and demonstrating the relevant capabilities.  Ensure the graduate completes their formal End of Placement Review in the online PDP platform prior to the final week of the placement.  Following the graduate’s submission, complete your formal Review prior to the final week of the placement including:   * Outcome and commentary for each performance objective * Capabilities assessment * Overall performance assessment rating * Overall placement commentary  Support Your Agency Coordinator is your first point of contact for program related queries and can provide support regarding the performance management process. Agency Coordinator contact details are available on the [NSW Government Graduate Program Resources](https://www.psc.nsw.gov.au/graduateprogramresources) site.  For IT support regarding the PDP platform, contact the Public Service Commission’s Graduate Program team by email at [nswgraduateprogram@psc.nsw.gov.au](mailto:nswgraduateprogram@psc.nsw.gov.au). |