

Student/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Group Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SITXHRM503 Monitor Staff Performance
Assessment Tasks Marking Guide
Marking Rubric – To be completed by the assessor.**

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| --- | --- | --- | --- |
| Response adequately answers the question asked in the assignment. (and/or…) Answer does shows a basic knowledge and understanding of the principles of the topic. | Response fully answers the question asked in the assignment and demonstrates a superior knowledge and understanding of the principles of the topic. | Response fully answers all aspects of the question asked in the assignment and demonstrates an exceptional knowledge and understanding of the principles of the topic. | Response does not adequately answer the question asked in the assignment. (and/or…) Answer does not show and understanding of the principles of the topic. |
| **AC** | **CC** | **CD** | **NYC** |

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| **Part One: Task** | **AC** | **CC** | **CD** | **NYC** | **Comments** |
| a) Your probationary period.*Appropriate period.Fair work Aust’ legislation has been considered.Demonstrates applied knowledgeAppropriate benefits described* |  |  |  |  | **Description /5** |
| **Benefit /5** |
| b) Strategies used to communicate performance standards.*Identifies and describes a range of appropriate strategies.Focuses on developing a culture based on performance standards* |  |  |  |  | **Description /5** |
| **Benefit /5** |
| c) Giving informal feedback.*Identifies and describes a range of appropriate strategies.360” approach mentioned.**Appropriate benefits described.*Conducting formal feedback sessions. (appraisals) *Best Practice procedure identified.Best practice appraisal sample included, based on Job Description design and includes section to report on KPI’s Appropriate benefits described.* |  |  |  |  | **Description /10** |
| **Benefit** **/10** |
| **Appraisal Form** **/8** |
| d) Providing ongoing training.*A range of appropriate training strategies described.**Appropriate benefits described.* |  |  |  |  | **Description** **/5** |
| **Benefit /5** |
| e) Recognising and rewarding staff performance.*A comprehensive range of appropriate strategies described.Evidence of some strategies linked to performanceLow cost to employer/high value to employee approach is evidentPractical and easy to usefair and equitable**Appropriate benefits described.* | **AC** | **CC** | **CD** | **NYC** | **Description /6** |
| **Benefit  /6** |
| f) Approach to conducting performance counselling*Appropriate steps identified**Employee focused* *Positive approach to helping the employee improve**Appropriate benefits described*.Disciplinary procedure.*Appropriate procedure described.Demonstrates applied knowledge.Appropriate benefits described*. |  |  |  |  | **Description /5** |
| **Benefit /5** |
|  |  |  |  | **Description /5** |
| **Benefit /5** |
| g) Grievance procedure.*Appropriate procedure described.Demonstrates applied knowledge.Appropriate benefits described*. |  |  |  |  | **Description /5** |
| **Benefit /5** |
| h) Termination procedure.*Appropriate procedure described. Fair work Aust’ legislation has been considered.Demonstrates applied knowledge.Appropriate benefits described*. Exit interview procedure.*Appropriate procedure described. Fair work Aust’ legislation has been considered.Demonstrates applied knowledge.Appropriate benefits described*. |  |  |  |  | **Description /5** |
| **Benefit /5** |
|  |  |  |  | **Description /5** |
| **Benefit /5** |
| **Total Marks for Part 1** |  |  |  |  |  **/120 /2= /60** |

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| **Part Two: Task** | **AC** | **CC** | **CD** | **NYC** | **Comments** |
| a) Steps taken.Appropriate steps identified and described. Applies general theory to specific scenario with appropriate explanation.  |  |  |  |  | **Description /5** |
| **Explanation /5** |
| b) Potential impact if left unresolved.Describes a range of appropriate impacts.Demonstrates applied knowledge specific to the scenario. |  |  |  |  | **Description** **/10** |
| **Total Marks for Part 2** |  |  |  |  | **/20** |
| **Total Marks** |  |  |  |  | **/80** |

**Additional Comments:**