

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 knowledge Appropriate 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 performance Low cost to employer/high value to employee approach is evident Practical and easy to use fair 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:**