



Performance Reviews in Bamboo Employee Guide



Document Owner: The People Team
Version Date: FY 2025



Performance Review Framework

- There will be two types of reviews:
 - **Employee Performance Review:** To be completed by employees who are not a people manager
 - **People Manager Performance Review:** To be completed by all people managers.
- The reviews will be facilitated in BambooHR
- Each review has a Self Assessment and a Manager Assessment
- Managers will meet with all employees to discuss their performance through FY25 (Performance Discussion)
- You can prepare for the Performance Discussion by responding to each question in BambooHR and selecting 'Save' this will mean you can go back and edit at a later stage. Once you 'Submit' your responses are unable to be edited.
- After the Performance Discussion both the Manager and the Employee must complete their Assessments and 'Submit' they will then be able to see each others responses
- Follow up notes can be added after the Assessments has been submitted
- BambooHR full admin access (People Team) can unlock assessments to be edited and resubmitted if required

Self Assessments and Manager Assessments MUST be completed by no later than 18 July.

Team Member Performance Questions

Self Assessment	Manager Assessment
1. What accomplishments are you most proud of for FY25? 2. What areas are you working on or feel require further development? 3. How would you rate your performance for FY25? • Standing Ovation: exceeds expectations, delivers outstanding results and significantly contributes to business outcomes. • Applause: reliable and consistently meets expectations. • In Rehearsal: New employee, or still developing toward full potential.	1. What were the employee's accomplishments for FY25? 2. What areas could the employee continue to develop? 3. How would you rate your employee's performance for FY25? • Standing Ovation: exceeds expectations, delivers outstanding results and significantly contributes to business outcomes. • Applause: reliable and consistently meets expectations. • In Rehearsal: New employee, or still developing toward full potential.

Eligibility Criteria & Participation Requirements

Please see below for the eligibility criteria and participation requirements for the FY25 Performance Review process:

Employees are not eligible for remuneration changes if they:

- Are on a max-term contract
- Started within the last 3 months
- Received a salary increase in the past 3 months

Remuneration bandings will be taken into account before considering any adjustments. Managers will communicate directly with affected employees regarding any changes.

Performance Ratings and Remuneration Outcomes

This year, Managers will be required to categorise their employees using the rating scale below, which will determine the appropriate remuneration outcome.

Rating	Description	Remuneration Outcome
Standing Ovation	Exceptional performance. Consistently delivers memorable, high-impact work.	CPI (Manager discretionary uplift)
Applause	Solid and reliable contributors who meet expectations.	CPI
In Rehearsal	New employees, or those developing who have not yet met their full potential.	Below CPI adjustment at Manager's discretion

How to log into Bamboo

Bamboo is our HR System that helps us onboard you & manage your employment journey with us.

Bamboo is linked to SSO. (Single Sign On) To protect our Company data at TEG.

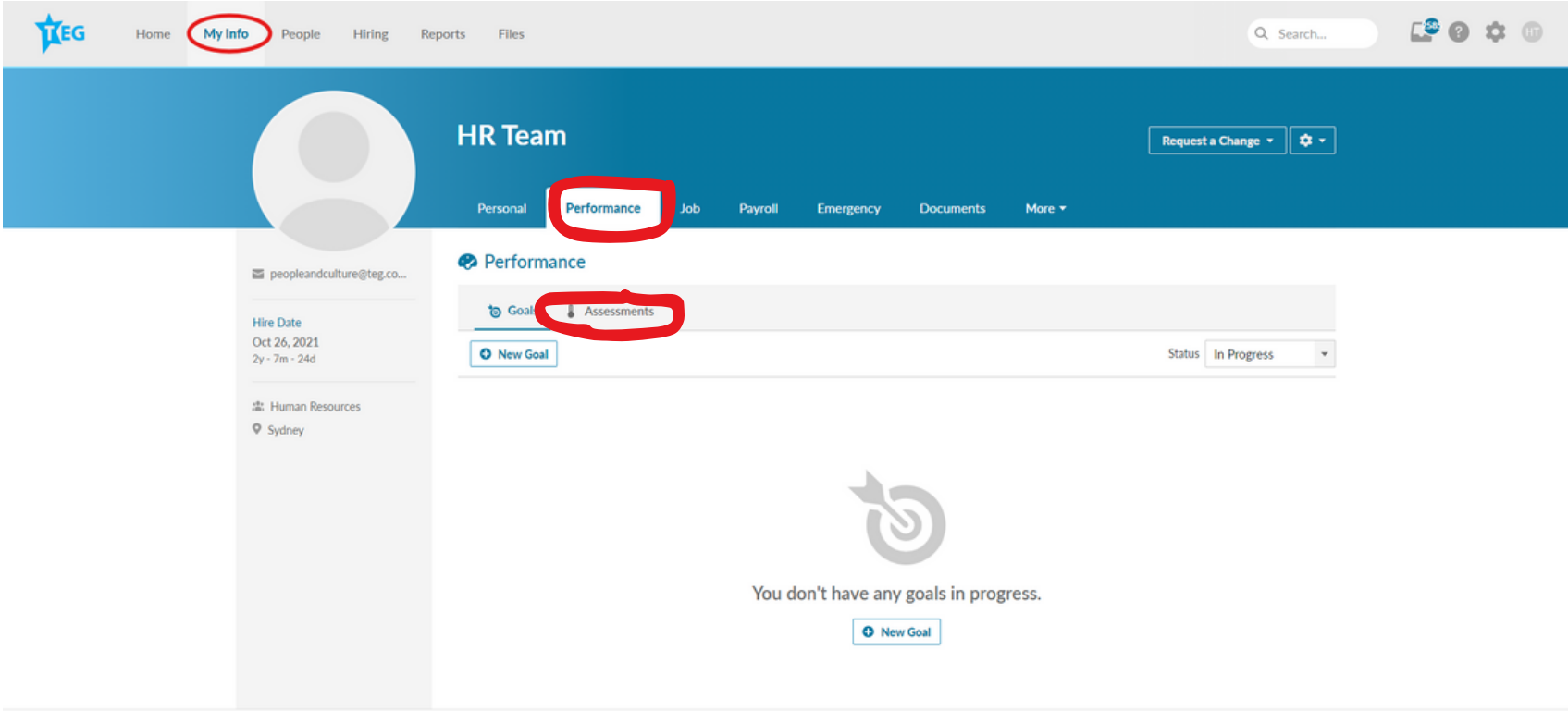
You can login here: <https://teg.bamboohr.com/> OR Access the app on your mobile – head to Apple Apps or your Google Wallet.

Use your work email address and your laptop password to use Bamboo.

If you need a hand accessing Bamboo, please email people@teg.com.au

What does it look like in Bamboo?

Once you are in Bamboo go to My Info >> Performance >> Assessments



What does it look like in Bamboo?

Complete the Assessment and Save.

Note: If you save your answers you can edit them later, once you Submit your questions you will be unable to edit them later.

Performance

Goals Assessments

Assessments Jul 19, 2023 - Jul 18, 2024 | People Manager...

Self Assessment

How did you contribute to the Division or Functions priorities/goals for FY24? *

What were your accomplishments for FY24? *

Describe your development areas? *

Did you communicate regularly and provide timely updates to all Workers who reported to you in FY24? *

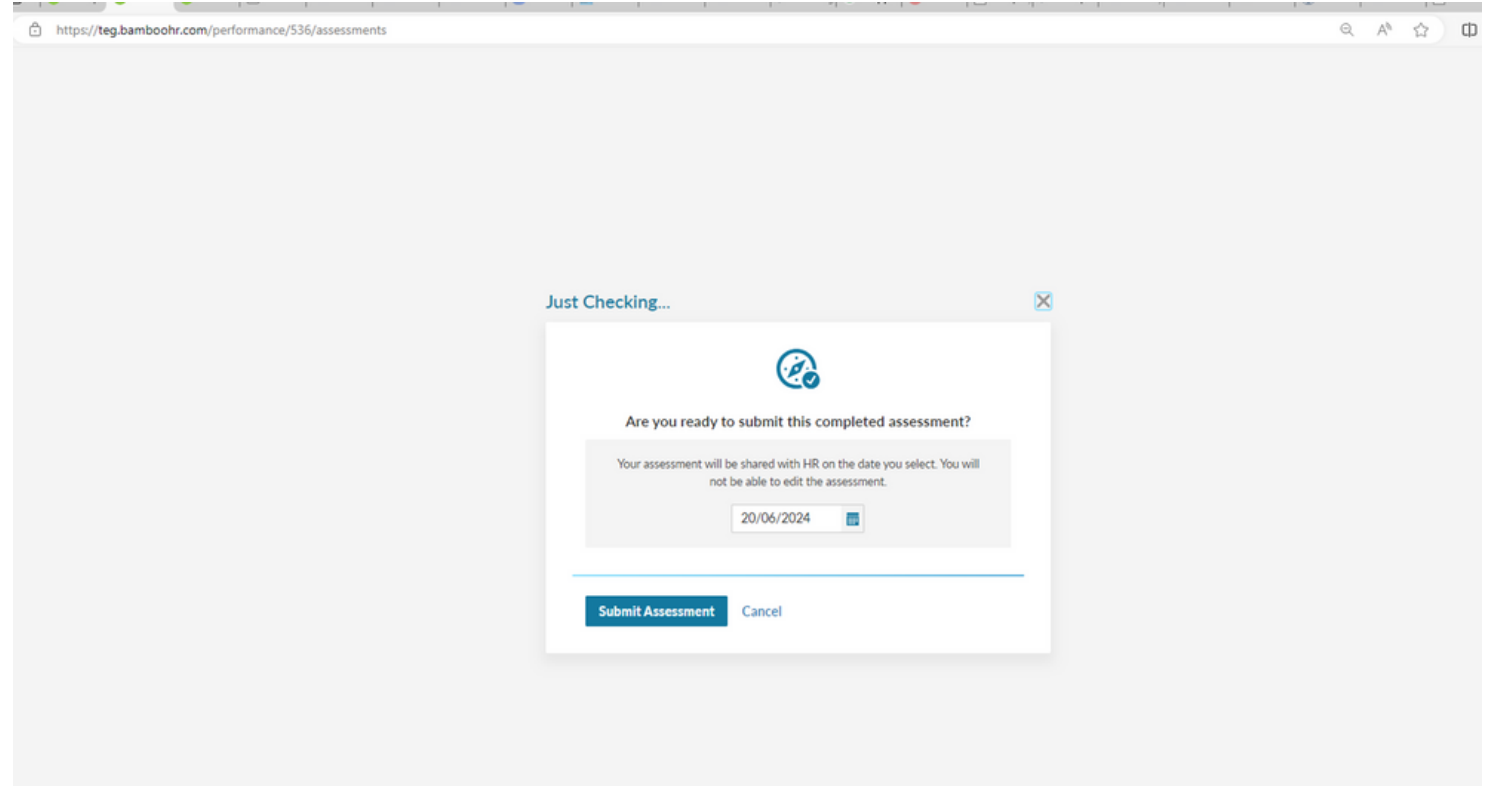
Did you recognize accomplishments of both the individuals and the team that reported to you? *

Manager Assessment

When this assessment is completed, the Manager Assessment will show here once completed.

What does it look like in Bamboo?

Once you have met with your manager you can finalise your assessment by selecting 'Submit'. You will be prompted to confirm you are completing the Assessment.



What does it look like in Bamboo?

Once you and your Manager have Submitted the Assessment you will be notified via email and your responses will be shared.

HR Team

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peopleandculture@teg.co...

Hire Date

Oct 26, 2021

2y - 7m - 29d

Human Resources

Sydney

Manager

Lauren Cavana

Group P&C Director

Performance

Goals

Assessments

Assessments Jul 19, 2023 - Jul 18, 2024 | People Manager...

Follow-Up Notes

Add follow-up notes after chatting with HR about the assessment.

Self Assessment

Completed: Jun 24, 2024, 10:06 AM by HR Team

How did you contribute to the Division or Functions priorities/goals for FY24?
[Answer]

What were your accomplishments for FY24?
[Answer]

Describe your development areas?
[Answer]

Did you communicate regularly and provide timely updates to all Workers who reported to you in FY24?
[Answer]

Did you recognize accomplishments of both the individuals and the team that reported to you?
[Answer]

Did you lead to ensure a safe, respectful and inclusive workplace in FY24?
Yes, expectations were consistently met

How would you rate your performance for FY24?
Exceptional: delivered above and beyond

Manager Assessment

Completed: Jun 24, 2024, 9:57 AM by Lauren Cavana

How did the employee contribute to the Division or Functions priorities/goals for FY24?
test

What were the employee's accomplishments for FY24?
test

Describe the employee's development areas?
test

Did the People Manager communicate regularly, provide timely updates to all Workers that reported to them in FY24?
test

Did the People Manager recognize accomplishments of both the individuals and the team that reported to them?
test

Did the employee lead with all Company policies, values, procedures, and reasonable management direction, contributing to a safe, respectful, and inclusive workplace in FY24?
Yes, expectations were consistently met
test

Timeline and Next Steps:

Performance Review

- 9 June to 27 June – Employees to complete their self-assessment in BambooHR.
- 30 June to 18 July – Managers to meet with their employees to discuss performance and then complete the assessment in BambooHR.

Remuneration Review

- 21 July to 15 August – Remuneration review

Processing

- By 29 August – The People team provide Rem Letters to Leaders for distribution
- Rem effective from first payroll in September.

TEG People Team

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