



Performance Reviews in Bamboo Manager 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 invite Employees to a Performance Discussion to discuss the Review questions
- You can prepare for the Performance Discussion by drafting your responses to each question 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.

People Manager Performance Questions

Self Assessment	Manager Assessment
1.What accomplishments are you most proud of for FY25? 2.How do you feel you have supported the development and performance of your team in FY25? 3.What areas are you working on or feel require further development? 4.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.How did the employee support the development and performance of their team in FY25? 3.What areas could the employee continue to develop? 4.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

- **Performance Ratings:** This year, Managers are required to categorise their employees using the rating scale outlined below. These ratings will directly inform remuneration outcomes.
- **Standing Ovation Ratings:** The “Standing Ovation” category is reserved for a small group of truly exceptional performers. Prior to communicating this rating to an **employee**, **Managers must seek SLT endorsement**. This ensures alignment and helps manage expectations appropriately.
- **Bell Curve Approach:** In line with a performance distribution model, most employees should fall within the “Applause” category, with fewer in “In Rehearsal” or “Standing Ovation.”

Rating	Description	Remuneration Outcome	Notes for Managers
Standing Ovation	Exceptional performance. Consistently delivers memorable, high-impact work.	CPI (Managers discretionary uplift)	This rating is reserved for a very small number of truly exceptional performers who consistently exceed expectations, delivered outstanding results, and significantly contribute to business outcomes. <u>Before this rating is communicated to an employee it must be endorsed by SLT.</u> Managers can seek endorsement by discussing their recommendation with their leader. Recommendations will be considered by SLT in the context of the budget pool.
Applause	Solid and reliable contributors who meet expectations.	CPI	Most employees are expected to fall within this category. These individuals are dependable and consistently perform well in their role, but do not yet meet the threshold of “exceptional” performance.
In Rehearsal	New employees, or those developing who have not yet met their full potential.	Below CPI adjustment at Manager’s discretion	This category is intended for new employees who recently joined the business, or for those who are still developing in their role and have not yet met expectations.

Performance Ratings and Remuneration Outcomes v2

- **Performance Ratings:** This year, Managers are required to categorise their employees using the rating scale outlined below. These ratings will directly inform remuneration outcomes.
- **Standing Ovation Ratings:** The “Standing Ovation” category is reserved for a small group of truly exceptional performers. Prior to communicating this rating to an **employee**, **Managers must seek SLT endorsement**. This ensures alignment and helps manage expectations appropriately.
- **Bell Curve Approach:** In line with a performance distribution model, most employees should fall within the “Applause” category, with fewer in “In Rehearsal” or “Standing Ovation.”

Rating	Description	Remuneration Outcome	Notes for Managers
Standing Ovation	Exceptional performance. Consistently delivers memorable, high-impact work.	CPI + Managers discretionary uplift	This rating is reserved for a very small number of truly exceptional performers who consistently exceed expectations, delivered outstanding results, and significantly contribute to business outcomes. <u>Before this rating is communicated to an employee it must be endorsed by SLT.</u> Managers can seek endorsement by discussing their recommendation with their leader. Recommendations will be considered by SLT in the context of the budget pool.
Applause	Solid and reliable contributors who meet expectations.	CPI	Most employees are expected to fall within this category. These individuals are dependable and consistently perform well in their role, but do not yet meet the threshold of “exceptional” performance.
In Rehearsal	New employees, or those developing who have not yet met their full potential.	CPI	This category is intended for new employees who recently joined the business, or for those who are still developing in their role and have not yet met expectations.

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?

Login to BambooHR select 'My Info' and click each of your direct reports from here.

HR Team

Request a Change ⌵ ⚙ ⌵

Personal

Performance

Job

Payroll

Emergency

Documents

More ⌵

peopleandculture@teg.co...

Hire Date

Oct 26, 2021

2y - 7m - 29d

Human Resources

Sydney

Manager

Lauren Cavana

Group P&C Director

Direct Reports

Maria de Vera

Job

Edit Fields

Hire Date

26/10/2021

Direct Reports

Maria de Vera

Leave Loading

-Select-

Time In Lieu

-Select-

Work Patterns

-Select-

Previous Incumbent

Manager

-Select-

🔒 Employment Status

+ Add Entry

Effective Date

Employment Status

Comment

No employment status entries have been added.

📁 Job Information

+ Add Entry

What does it look like in Bamboo?

Once you are on your Team Members profile go to 'Performance' and select 'Assessments'. Discuss the questions in a 1:1 Performance Discussion with your employee and complete the assessment.

Tip: Make some notes against each of the questions and 'Save' this will mean you can still edit and come back to the responses without the employee seeing your notes.

To finalise the Assessment you must 'Submit'. Once you do this you will only unlock your Employees Assessment and both be able to see each others responses.

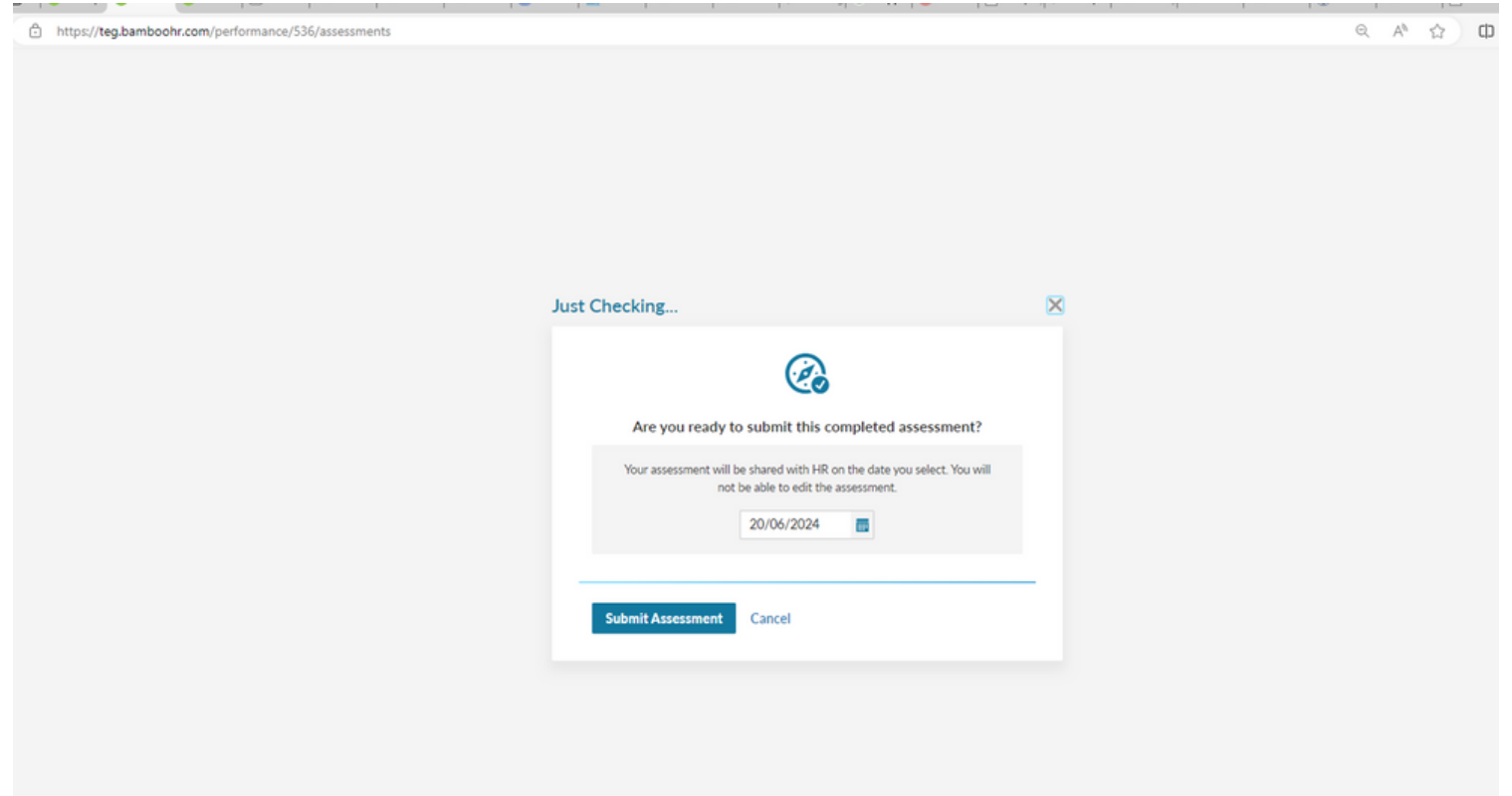
Note

- Once you have submitted your responses you cannot make changes to these.
- Discuss areas of improvement with the employee verbally first before noting them down as part of the Assessment.
- Always be mindful of respectful language and tone.

The screenshot displays the BambooHR interface for a team member's profile. The top navigation bar includes 'Personal', 'Performance' (highlighted with a red circle), 'Job', 'Payroll', 'Emergency', 'Documents', and 'More'. The left sidebar shows the user's email (hr@tegmjr.com), hire date (Oct 26, 2021), and manager (Lauren Cavana, Group P&C Director). The main content area is titled 'Performance' and features a sub-tab 'Assessments' (also highlighted with a red circle). Below this, a dropdown menu shows the assessment period 'Jul 19, 2023 - Jul 18, 2024' for 'People Manager...'. A 'Skip This Assessment' link is visible. The 'Self Assessment' section is partially visible, showing a lock icon and the text 'Complete your Manager Assessment to unlock the Employee's Assessment'. The 'Manager Assessment' section is also visible, with a question: 'How did the employee contribute to the Division or Functions priorities/goals for FY24? *' and a text input field.

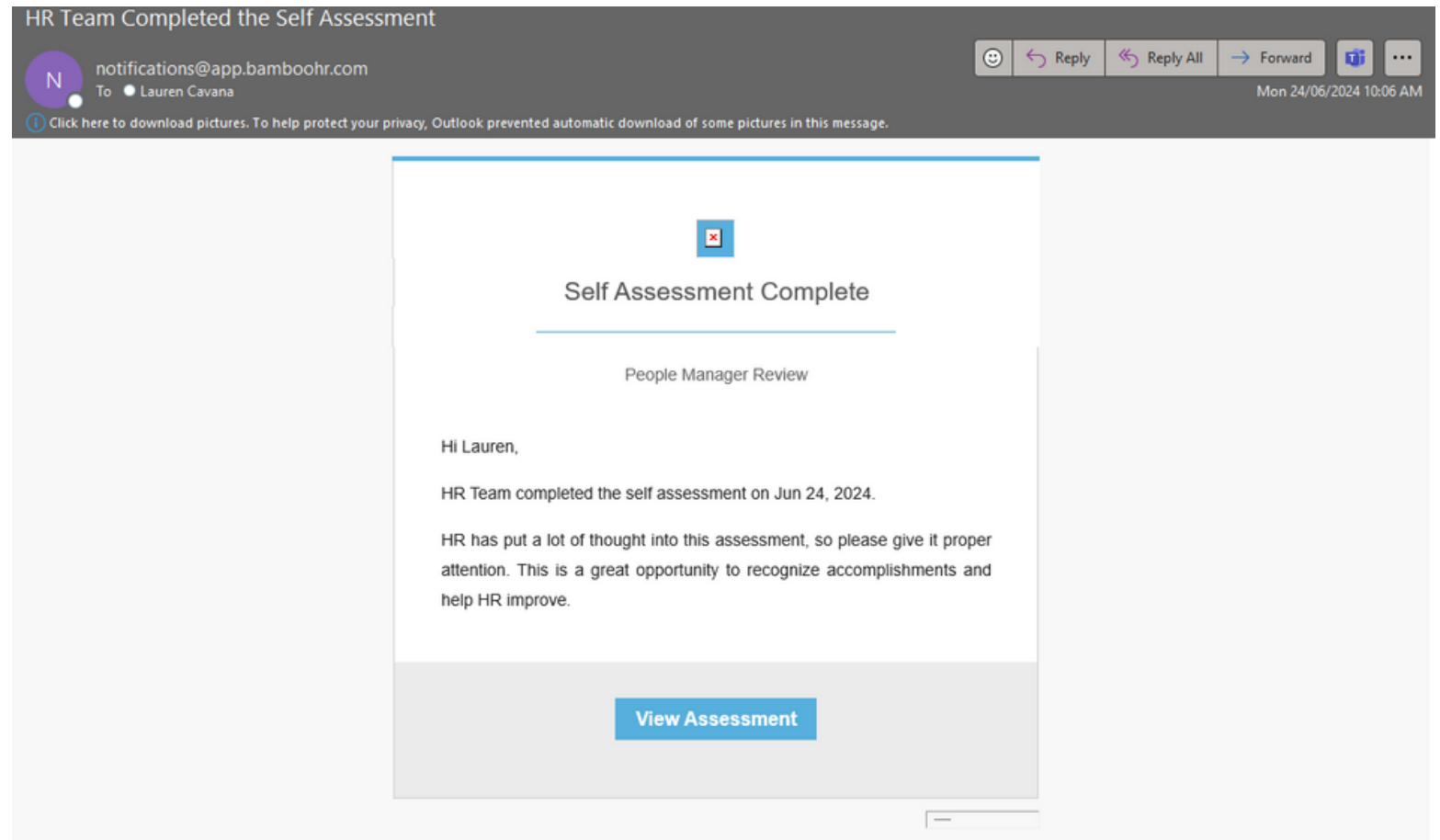
What does it look like in Bamboo?

When you go to 'Submit' you will be prompted with the below. Note once you have submitted you are unable to make changes.



What does it look like in Bamboo?

You will receive notification like this when your direct report has submitted their Assessment.



What does it look like in Bamboo?

Once you submit, (providing the employee has also submitted) both Employee and Manager will see each others responses.

HR Team

Request a Change - ⚙ -

Personal

Performance

Job

Payroll

Emergency

Documents

More -

peopleandculture@teg.co...

Hire Date

Oct 26, 2021

2y - 7m - 29d

Human Resources

Sydney

Manager

Lauren Cavana

Group PSC 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 recognise 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

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 recognise 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

What does it look like in Bamboo?

If you would like to edit your responses or give the employee an opportunity to resubmit their responses please email people@teg.com.au who have access to unlock the assessment.

The screenshot displays the BambooHR interface with the 'Performance' tab selected. The left sidebar contains a list of assessment questions, each followed by a 'Test' button. The right sidebar shows the details of the selected assessment, including the questions and the 'Test' button. Two red circles highlight the 'Unlock Assessment' buttons: one for 'Allow Manager to resubmit' and another for 'Allow Employee to resubmit'.

Personal Performance Job Payroll Emergency Documents More ▾

- x
- y
- z

What accomplishments are you most proud of for FY24?
I am most proud of:
- x
- y
- z

What areas are you working on or feel require further development?
I'm working on:
- x
- y
I would like further development opportunities for:
- z

How would you rate your performance for FY24?
Developing: Sometimes delivered what was expected

test

What were the employees accomplishments for FY24?
Test

Describe the employees development areas?
Test

How would you rate your employee's performance for FY24?
Under review: We've discussed gaps in performance
Test

🔒 Unlock Assessment - Allow Manager to resubmit

🔒 Unlock Assessment - Allow Employee to resubmit

What does it look like in Bamboo?

You can record 'Follow - up Notes' at the top of your Assessment:

PersonalPerformanceJobPayrollEmergencyDocumentsMore

Performance

GoalsAssessments

AssessmentsJul 19, 2023 - Jul 18, 2024 | Team Member R...

Follow-Up Notes

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

Self Assessment

Completed: Jun 19, 2024, 12:14 AM by HR Team UK

How did you contribute to the teams priorities/goals for FY24?

I contributed by completing:

- x

- y

- z

Manager Assessment

Completed: Jun 25, 2024, 7:46 PM by Lauren Cavana

How did the employee contribute to the teams priorities/goals for FY24?

Test

What were the employees accomplishments for FY24?

Accountability for your feedback

The feedback you provide during a performance review will set your employee up for the year ahead.

- Ahead of your 1:1 meeting, take the time to prepare your feedback
- Make sure your feedback is fair and balanced, consider your expectations in the context of the employee's position and remuneration.
- Recognise achievements and celebrate their success/wins!
- Be specific with development areas and set goals together
- Be professional
- Always be mindful of what you put in writing
- Remember performance reviews should not be the first time employees hear your feedback, specifically be mindful of raising performance concerns
- If you need any support, we encourage you to speak with your Manager or as always, you can reach out to your People Team representative

Timeline and Next Steps:

Performance Review timeline

The below is a guide Managers may choose to move more quickly through the process which is encouraged. Assessments MUST be submitted by 18 July.

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

people@teg.com.au