

# NMIT PERFORMANCE MANAGEMENT POLICY

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

<b>Section</b>	People and Culture		
<b>Approval Date</b>	26.05.2026	<b>Sponsor</b>	People and Wellbeing Manager
<b>Next Review</b>	01.01.2027	<b>Approved by</b>	SLT

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) All permanent employees of NMIT; and
- b) All fixed term employees appointed for longer than six (6) months.

While the full performance management cycle doesn't apply to staff appointed on casual or short-term contracts, managers will apply processes to evaluate and manage performance of these kaimahi, as appropriate.

This policy should be read in conjunction with the [NMIT Performance Management Procedure](#), which provides detailed guidance to support implementation of this policy.

## Te Pūtaki | Purpose

The purpose of this policy is to clarify and reinforce our commitment to actively managing kaimahi performance as a structured, continuous process so that we can actively support and grow our people in their roles, review, acknowledge and address performance, and align individual goals and learning and development needs with NMIT objectives.

## Ngā Mātāpono | Principles

### Structured, Continuous Process

Performance management at NMIT is a structured, continuous process for setting, reviewing, acknowledging, supporting and improving kaimahi performance through formal and informal processes.

### Personal Responsibility and Accountability

NMIT expects all kaimahi to take personal responsibility for engaging in performance management processes, and to hold themselves accountable for their own performance, development and growth.

### Collaboration and Openness

Developing and managing performance is a collaborative process that encourages reflection, recognition, feedback and open communication so that all kaimahi are engaged in influencing their own professional development and growth.

We provide a clear framework and practices that enable all kaimahi to influence their professional development and career plans and work in ways that contribute to achievement of NMIT goals and objectives.

### **Clear Performance Expectations**

Our processes support and ensure clear understanding of roles and tasks and expectations for performance. We recognise when performance standards are met or exceeded, and we identify areas of concerns and actions to improve performance.

### **Diversity, Equity and Inclusion**

NMIT supports the development of a diverse, inclusive workforce that is representative of priority groups based on gender, age, ethnicity and groups reflective of our communities and people's lived realities and experiences. We oppose any form of discrimination based on these criteria and commit to open, authentic, non-discriminatory performance management.

### **Confidentiality and privacy**

NMIT upholds the right to confidentiality and privacy throughout all performance management processes, and ensures the lawful, fair and ethical use, storage and disclosure of performance records at all times.

### **Ethical and legal practice**

NMIT commits to a clear, fair, robust framework for supporting growth, development and evaluation of work performance. We provide tools to manage performance issues when they arise, and ensure that our processes and documentation are robust and meet ethical and legal requirements.

### **Our Values**

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Kaimahi have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

### **Giving Effect to Te Tiriti o Waitangi**

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti. We continually work to develop and embed culturally appropriate processes and responses into our practices for developing, supporting and managing kaimahi performance.

## **Kaupapa Here | Policy Statements**

All permanent NMIT team members and fixed term kaimahi contracted for longer than 6 months will take part in a documented performance management cycle with their manager. The performance management cycle will include:

### **Regular Performance Conversations**

Kaimahi will participate in at least four (4) documented performance conversations in any 12 months cycle. These may include informal (unscheduled) conversations, eg. as they occur on the job, and at least two scheduled conversations.

Performance conversations may include other formal NMIT processes that focus on supporting and developing kaimahi, eg. teaching observations.

The performance conversation cycle must include discussion and planning relating to:

- Clear, shared expectations of job roles and tasks
- Regular feedback from both parties relevant to performance
- Recognition of achievement and performance that has met or exceeded expectations
- Identification of issues, concerns or areas for improvement
- Identification of personal and professional development objectives and plans
- Agreed learning and development that supports immediate and longer-term objectives

## Annual Performance Appraisal

Every staff member will participate in a formal performance appraisal conducted by their line manager on or near the anniversary of the date they began in a role.

Performance appraisals:

- are scheduled, documented processes that formally assess and rate performance based on self-reflection, feedback and observations
- build on performance conversations, and focus on reviewing performance against previously agreed expectations, goals and objectives, and identifying strengths and areas for development
- inform decisions relating to kaimahi salary and career progression and other advancement opportunities that require evidence of satisfactory performance, or higher

## Learning and Development Plans

All kaimahi identify and take part in formal and informal learning and development opportunities that support objectives and development plans agreed through the performance management process.

Kaimahi are responsible for identifying, applying for and managing their own professional development plan alongside their manager through the performance management process.

## Performance Improvement Plans (PIP)

A structured Performance Improvement Plan (PIP) may be implemented at any stage of the performance management cycle, to improve performance and/or as a response to identified issues or needs.

### PIP processes will typically include:

- clear definition of performance gaps
- structured support and development actions
- timebound review period (normally 4–12 weeks depending on role complexity)
- regular check-ins and documented progress reviews
- HR/People & Wellbeing support where required

Performance management is distinct from disciplinary processes, which are managed under the relevant disciplinary policy.

## Ngā Haepapa | Responsibilities

Role	Responsibilities
People and Wellbeing team	Provide guidance, training, templates and advice to support managers to implement robust performance management processes.
Line Manager	Lead and carry out performance management processes for all direct reports. Maintain records in accordance with the Public Records Act and employment legislation
Kaimahi (Employees)	Actively engage in the performance management process, including preparation for and participation in performance conversations and reviews.

## Ngā Tikanga | Definitions

Term	Definition
Performance Improvement Plan (PIP)	A formal, documented action plan implemented by managers to help under-performing staff improve their work performance to meet required standards.

## Ngā Hononga ki Tuhinga kē | Links to other documents

### NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Kaimahi Code of Conduct  
NMIT Kaimahi Learning and Development Policy  
NMIT Academic Progression Policy  
[NMIT Information and Records Management Policy](#)

### NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Performance Management Procedure  
NMIT [Kaimahi Hub - Forms and Guides](#) Performance