

MyJourney Form 2023

In preparation for your one on one conversation with your manager please see below the MyJourney Form and the questions you will be asked.

The Whiddon MyJourney program is about investing time in our most valuable asset, our people.

MyJourney is an opportunity to take a moment from your busy schedules, sit down and have a 1:1 (manager and employee) conversation about performance and development.

The purpose of this form is to record in brief, the conversation and feedback that was discussed. This form should be completed by the manager during the meeting with your employee.

If you have any questions about the MyJourney program please contact a member of the people and culture team by emailing to myjourney@whiddon.com.au

Section 1 - Employee Information

1. The employee/ payroll ID
2. Employee start date
3. Employees full name
4. Employees position
5. Site or service
6. Managers name
7. Managers position

Section 2 - The Whiddon Way

Discuss the employees performance against each of the following competencies.

- Providing relationship based care (RBC)
- Living our values
- Teamwork

Please enter examples provided by the employee and any actions agreed where improvement is required in the boxes below

8. Providing relationship based care (RBC)

9. Living our values:

Be brave and open to new ideas

Listening, understanding and making a real difference

Coming together as one big family

10. Teamwork

Section 3 - MyDevelopment

Whiddon is committed to supporting our employees journey through training and development opportunities.

11. Online MyLearning

Has the employee completed all the mandatory MyLearning training allocated to them? Yes No

If no, what was the agreed timeframe for completion.

12. Your employees additional learning interests. What skills/knowledge did you agree to that is needed to be developed relevant to the employees role?

13. Please provide any additional feedback discussed with your employee within your meeting.

Section 4

14. Meeting with employee occurred on

15. By ticking the box, the employee agrees they have reviewed the meeting notes and agree to all comments entered.