

# Information for managers

WEDNESDAY 28 JUNE 2023



EDITION 12

Use this information to keep up-to-date and to brief your team/s at your regular meetings. This Managers' Brief will be uploaded to JET.

[All editions are available on JET.](#)

As the Leaders' Forum is currently taking place, we are running a shortened version of the Managers' Brief this week.

---

## Performance Ratings

This is a reminder to ensure that performance review conversations are held, and ratings entered into Mahi no later than **15 July 2023**. The [Annual Performance Review JET page](#) includes a [guide to enter ratings into Mahi](#) along with some [useful FAQs](#) about the performance review process.

If you have any questions, please contact your PX Advisory team via [AskHR](#).

---

## Forum debrief: Leaders' Speaker Series

To follow up this week's Te Tāhū o te Ture Leadership Forum, please join us for a Forum debrief at our next Leaders' Speaker Series event on Tuesday 4 July.

This will be an interesting and informative session for all managers and thought leaders, not just those who attended the Forum. The debrief will provide a further opportunity to strengthen connection to our purpose, values and strategy, and reflect on leadership practices.

You can sign up now via [Thrive](#).

---

## Final days to complete the 2023 Census

Taking part in the census is an important contribution we can all make to our communities.

Everyone who was in the country on Census Day, Tuesday 7 March 2023, is required by law to complete a census form. You have until **Friday 30 June** to do this.

If you have not yet completed your forms, you can do so:

- online using one of the access codes provided in the 2023 Census letters and packs sent to your household.
- by filling out the paper forms provided and mail them back for free in the envelope provided.
- Or, if you no longer have a code or forms, either call 0800 236 787 or go online at [census.govt.nz](https://census.govt.nz). Paper forms are no longer being sent out.

Thank you for doing your bit.

---

*The next Managers' Brief is scheduled for **Wednesday 12 July 2023**. Please email [CommServices](#) with any content you would like included by strictly midday Tuesday 11 July 2023.*