

# Performance & Development Review Form

## Professional and Support staff working to short term objectives of up to 3 months

Reviewee		Job title	
Reviewer		Department	
Period covered by review		Review date	

## Review of last 12 months

Opportunity to explore the overall context, giving specific and constructive feedback – this should include feedback from others where relevant

**What has gone well?** Consider different elements of your performance, For example: 1) How you have worked (e.g. values, collegiality, team-working, cross-departmental working etc.), not just what you have achieved; 2) What has given you greatest satisfaction in your work; 3) What progress do you feel you have made; 4) Your contribution to the wider department/university; 5) How have you performed against the requirements for your role?

**What could have gone better?** E.g. barriers, mitigating circumstances, ideas for improvement for the next 12 months

## Your progress against objectives

To be pre-populated by the Reviewer with standards/targets and behaviours derived from Service Level Agreements and departmental objectives (as agreed at the previous review). For additional discussion points copy and paste extra rows

<b>1.1: xx</b>	<b>Rating</b>	Expectations exceeded	Expectations achieved	Expectations partly achieved	Expectations not achieved
	<b>Reviewee</b>				
	<b>Reviewer</b>				
Commentary:					

<b>1.2: xx</b>	<b>Rating</b>	Expectations exceeded	Expectations achieved	Expectations partly achieved	Expectations not achieved
	<b>Reviewee</b>				
	<b>Reviewer</b>				
Commentary:					

<b>1.3: xx</b>	<b>Rating</b>	Expectations exceeded	Expectations achieved	Expectations partly achieved	Expectations not achieved
	<b>Reviewee</b>				
	<b>Reviewer</b>				
Commentary:					

<b>1.4: xx</b>	<b>Rating</b>	Expectations exceeded	Expectations achieved	Expectations partly achieved	Expectations not achieved
	<b>Reviewee</b>				
	<b>Reviewer</b>				
Commentary:					

<b>1.5: xx</b>	<b>Rating</b>	Expectations exceeded	Expectations achieved	Expectations partly achieved	Expectations not achieved
	<b>Reviewee</b>				
	<b>Reviewer</b>				
Commentary:					

**Other achievements and/or any additional objectives agreed since your last performance review meeting** e.g. 'Making the difference' awards etc.

### Summary of overall performance

*For example, overall, were the expectations of the role met in this review period?*

**Reviewee's commentary**

### Reviewee's self-assessment

Taking all of the above into account, how do you feel you have performed? (Please tick)

<i>Outstanding</i>	<i>Excellent</i>	<i>Good</i>	<i>Needs some Improvement</i>	<i>Significant Improvement</i>
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*needed*

### Reviewer's commentary

### Reviewer's assessment (please tick)

Taking all of the above into account, how do you feel the reviewee has performed? (Please tick)

*Outstanding*

*Excellent*

*Good*

*Needs some  
Improvement*

*Significant  
Improvement  
needed*

### Other considerations and ideas for improvement

*Any other areas for discussion not covered elsewhere; For example, a discussion about health and safety, wellbeing, work life balance, support, communication, suggestions for improvements etc.*

### Career development aspirations / future plans

*It may be helpful to discuss how the reviewee is performing against the requirements of the current and higher graded roles in which the reviewee may be interested for future development and how opportunities can be explored further.*

### Personal development

**Review of development areas identified at the last review**

**Areas for development for the next 12 months**

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<b>Development area</b>	<b>Action to achieve</b>	<b>What support do I need?</b>	<b>When do I expect to have completed this?</b>
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**Standards/Targets/Ways of working against which performance will be measured for the next 12 months**

Derived from Service Level Agreements & Departmental Objectives.

<b>Objectives:</b>	<b>Success measures:</b>
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**Final Comments** *Opportunity to make any final comments in relation to the PDR meeting, the review period etc.*

**Reviewee's Comments**

Signature / date	

**Reviewer's Comments**

Signature / date	

**Line Manager's Comments / Head of Department's Comments (if not the reviewer)**

*It is not always necessary to record comments but the HoD should always comment where there are differences in assessment between the Reviewer and Reviewee*

Signature / date	

After the review, the reviewer's line manager may review this summary, to ensure consistency across the team/department. The HR team and senior managers will review anonymised high-level data to collate a broader picture of performance across the institution. Anonymised data will also be analysed for equality monitoring.