

# Personal Development Record

*confidential*

This sheet is designed to give you a framework for thinking about what you have gained from your experiences at University and how this relates to what you intend to do after graduation. It will also provide your referees with material to help them support your applications for postgraduate courses or jobs. **You are asked to complete this form and give it to your supervisor who will discuss it with you and countersign it.** You should keep a copy yourself for re-use or alteration at a later date; it will help you to identify the skills and experience you will find useful when completing applications.

Surname (BLOCK LETTERS PLEASE) \_\_\_\_\_

First names \_\_\_\_\_

Subject \_\_\_\_\_ Year of graduation \_\_\_\_\_

Qualification to be obtained (BA, MSc, PhD, etc) \_\_\_\_\_

Supervisor \_\_\_\_\_

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## 1 INTERESTS AND ACTIVITIES

List those extra-curricular activities which have recently occupied your spare time, eg membership of societies, sports, involvement in the arts or local community, contributing to campus media or politics, expeditions and travel, whether inside or outside the University. Describe the nature of your involvement, especially if it reveals something significant about you, eg taking responsibility, showing initiative, ability to work in or lead a team, development of social skills, contribution to University or college.

## **2 WORK EXPERIENCE**

Include here any experience of a working environment, whether as part of your course or before coming to University; also include work experience during vacations or voluntary work. Give dates, name of employer and a brief description of what you did, summarising what you gained from the experience such as the skills needed to do the job or an insight into the management styles of different kinds of employer. Indicate how you think your experience may be helpful in the future, especially if any of it is directly relevant to what you want to do after graduation.

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## **3 OTHER COURSES OR QUALIFICATIONS**

Have you any qualifications other than your degree, apart from GCSE and GCE 'A' levels or their equivalents? Have you taken any courses additional to those required for your degree, either at University or outside? (eg language, driving, computing, typing or evening classes). List any courses attended or qualifications acquired, say why you sought them and how you feel they may be useful to you in the future.

#### **4 VALUE OF TIME AT YORK**

What do you think have been the main ways in which you have developed during your time at University so far? Include personal as well as academic developments. Summarise the skills you are currently developing, building perhaps on previous skills or experience (eg team working, negotiating, persuading, presenting, listening) . Are there any additional skills you need to develop before graduation? Also describe any aspects of your course which have been especially important to you (eg projects, seminars, long essays or particular subject areas). What practical benefits do you feel you have derived from these activities?

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#### **5 PERSONAL CIRCUMSTANCES AND PREFERENCES**

If there are any particular aspects of your previous experience or current domestic situation which have influenced your development or may affect your future choice of career, please state them here. Also list any areas of work which your personal philosophy would prohibit you from pursuing.

**6 PLANS AFTER GRADUATION**

State the possibilities you are considering after your degree. Explain why they attract you. It would help if you could say something about the sort of satisfactions you are seeking and give an idea of why you think you would perform effectively in the areas you have chosen.

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**7 WHAT ACTIONS DO YOU INTEND TO TAKE BEFORE YOU GRADUATE TO ACHIEVE YOUR OBJECTIVES?**

**Signed:** ..... **Student**

..... **Supervisor**

**Date:** .....

**Please remember, when writing to ask a referee to act for you after you have left, to let him or her know what you have been doing since taking your degree.**