

## STAFF REVIEW AND DEVELOPMENT

**Name:** [Member of staff]

**Review Date:**

### **Draft Agenda**

The following is a draft agenda. Please let me know of any other agenda items you would like to add, either before the above date or at the start of the review.

- General discussion re: achievements and progress since last review
- Targets for next 12 months
- Training/Development required to help meet targets
- Views on your future development and career aspirations
- General discussion re: how we can improve the way we work

### **Preparing for your Review**

Please bring the responsibilities part of your role description to your review.

**It would be helpful if you could consider the following questions prior to the review.**

1. What have been your main achievements since your last review?
2. Which skills have you developed in that period?
3. What areas of difficulty have you found, if any?
4. Are there any staff development activities that were planned that did not happen?
5. What aspects of your role do you wish to improve/develop?
6. Are there any skills you have that you feel are not being fully utilised and you would be interested in developing?
7. What do you feel should be your key targets for the next 12 months?
8. What training and development do you feel you need to support you?
9. For the future, what career developments or personal aspirations do you wish to be considered?

**Strictly Confidential**

**Staff Review and Development Record**

Part 1		
<b>Name:</b>	Job title and grade:	
Period covered by review:	Date of this review	
Part 2		
<b>Summary of Discussion</b>		
<ol style="list-style-type: none"><li>1. Record the achievements related to the key tasks/targets of the job over the review period</li>         <li>2. Record the objectives to be met by the next review date. Record development and training needs required to support the objectives on the Personal Development Plan (attached).</li>         <li>3. Record any views on future development and career aspirations</li></ol>		

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4. Record any action points agreed during the review

Part 3

**Appraiser's comments**

Signed: .....Dated: .....

Part 4

**Appraisee's comments**

Signed: .....Dated: .....

Part 5

**Seen by the Head of Department:**

Signed: .....Dated: .....



(Institution)

Individual Training Log

Name:

Date:

<b>Date</b>	<b>Duration</b>	<b>Training/Development undertaken</b>

**PERSONAL DEVELOPMENT PLAN**

**CONFIDENTIAL**

Surname		Forename/s		Title	
Office/Post				Grade	
Faculty/Department		Date of Appointment		Service Date	

<b>Training/development needed</b>	<b>How the need is to be met</b>	<b>Target date</b>	<b>Date achieved</b>

Signature of Staff Member		Date	
Signature of Reviewer		Date	