

Professional Services Performance and Development Review (PDR) Form

### Guidance

Please add free text comments to each box below (the boxes will expand as you type), this may be in the form of bullet points. This form should be used to record a summary of the conversation(s) had. You should be referring back to it throughout the year, so it is advised that this should be stored somewhere where both reviewer and reviewee can access it. Y*ou can find lots of resources and guidance available on our dedicated* [*PDR SharePoint*](https://universityofexeteruk.sharepoint.com/sites/PDRResources/SitePages/Wellbeing-and-Workload.aspx)*.*

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| **Reviewee (staff member):**  |  |
| **Reviewer (line manager):** |  |
| **Date of review:** |  |
| **Date signed off:** |  |

Please confirm that the reviewee is up to date with Mandatory Training? Yes [ ]

If not please do not sign off the PDR until this has been completed.

Once you have completed your PDR please remember to log your completion on iTrent, details on how to do that can be [found here](https://www.exeter.ac.uk/v8media/universityofexeter/humanresources/ESS_PDR_Recording.pdf).

### Focus on last year’s achievements

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| *Insert last year’s objectives here, commenting on progress to date. Is there anything that could be done differently, or which could be improved in our ways of working? Do you have any skills that you feel could be used in another way?* |
| **Last Years Objectives** | **Progress to Date** |
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### Focus on development progress within the last year

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| *Consider your achievements, experiences, opportunities.*  |
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### Focus on Wellbeing and Work Demands

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| *It is recommended that the following topics be discussed here: Work Demands, Role, Support, Relationships, Physical Environment and Pay, benefits, rewards and recognition. Please refer to the guidance and resources found on the* [*PDR SharePoint*](https://universityofexeteruk.sharepoint.com/sites/PDRResources/SitePages/Wellbeing-and-Workload.aspx)*.* *This is a good opportunity, to check in on an employees tailored adjustment plan/ reasonable adjustments (if applicable).*  |
| Wellbeing:Work Demands: |

### Focus on Development, Opportunities and Experiences

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| * *Career Planning- where do you see yourself in the medium/long term?*
* *What development, opportunities or experiences do you require to help you get there?*
* *Development required to achieve objectives.*
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### Next Year’s Objectives

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| *Your objectives should include both personal and career objectives as well as business related objectives. You may wisht to align these with the delivery of the University of Exeter’s Vision 2030 strategy. List your top priorities and please also include details on planned timeframes. Are there activities that could be stopped or paused?*  |
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### Focus on your immediate team

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| *Is there anything more that your team and manager could do to support your better. What are they doing well?* |
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### Reviewer Final Comments

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| *Reviewers can use this space to add any comments, this maybe to highlight achievements or areas for improvement.*  |
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