

## Performance and Development Review

### Preparation document to support the P&DR form for PSS and the Library and Cultural Institutions

Consider the following when preparing for your P&DR.

#### PDR question “What has gone well in your role since your last review?”

- What would you like to get out of this review process?
- How have you contributed to the implementation of one or more of the University’s core goals and enabling strategies?
- How have you contributed to the implementation of the operational priorities for your area?
- If there have been any major changes/service improvements in your area of work, please reflect on your role in implementing/supporting/leading this change: what have been the successes and challenges?
- How have you worked to improve processes in your area?
- How do you empower and support others? How have you developed your skills and, where appropriate, those of your colleagues?
- Are you clear about your responsibilities for health and safety?
- You might also wish to consider any specific feedback relating to your role, e.g. feedback from colleagues.
- Possible prompt about the PSS behaviours (subject to clarity on this area of work)

#### PDR question “What has gone less well in your role since your last review?”

- What were the reasons for this and what have you learnt?
- Were any of the reasons beyond your control? If so, please describe how this could be addressed.
- What could you do differently if a similar situation were to happen again?
- Do you have any training needs in relation to this experience?

#### PDR question “What are your suggested objectives for the forthcoming year?”

- Are your objectives Specific, Measurable, Achievable, Realistic and Time-related (SMART)? Do they cover both your personal and professional development?
- Is any training required to support you in the achievement of your objectives?
- What training might you require to in order to further develop your ability to undertake your role? Are there any particular skills you need to develop?