**Faculty of Biology, Medicine and Health**

**P&DR form for PSS staff**

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| **Reviewee** |  | **Reviewer** |  |
| **Position held** |  | **Position held** |  |
| **Date of this review** |  | **Date of previous review** |  |

*[If requested, boxes 1-5 and 7-9 of this form should be completed by the reviewee in draft point form and given to the reviewer one week ahead of the P&DR meeting. For academic staff, a copy of the reviewee’s CV should also be provided. Where relevant, reference should be made to any previous P&DR meeting.*

**The Past Year**

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| 1. Overall how do you feel the past year has gone? (please provide brief comments)   **Important**: Please base your assessment on any agreed measures for your area of work. For academic staff each Faculty has an agreed preparation form which identifies the measures that will be reviewed in the P&DR discussion. Professional Support Services (PSS) also has its own preparation document. These forms are available [[here](http://www.staffnet.manchester.ac.uk/employment/pdr/)] | Very well |  |
| Well |  |
| Satisfactorily |  |
| Not well |  |
| Poorly |  |

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| 1. **What progress have you made against your agreed objectives from your last review?** | | | | |
| Objective | Met | Part met | Not met | Evidence and comments |
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| 1. **What feedback has there been from others on your performance since the last review?**   *[This type of feedback can be expressly sought by the reviewee from more senior staff, peers, reports, “customers”, etc.]* |

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| 1. **What has gone well in your role since your last review?**   *[Based on your responses to (2) above, and other evidence available to you, what are you most happy with this year? How and why have you succeeded?]* |

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| 1. **What has gone less well in your role since your last review?**   *[Based on your responses to (2) above, and other evidence available to you, what are you unhappy with this year? Why have difficulties been encountered?]* |

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| 1. **Reviewer comments on the past year (to be completed following the P&DR)**   *[Consider reviewee responses to (1)-(5) and take into account the input evidence that they have gathered]* |

**The Forthcoming Year**

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| 1. **What are your suggested objectives for the forthcoming year? (Please include developmental and behavioural objectives)** | |
| Objective | Comments (including training required) |
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| 1. **What are your career aims?**   [Include details of any aspiration to promotion, or other change in role including completion of probation where appropriate, and reflections on what steps you and your reviewer can take to help make these happen. Note for reviewers: there is no expectation that everyone will want to seek promotion or change jobs and the review can focus entirely on advancing performance and development in the current role] |

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| 1. **How have you the reviewee, performed as a reviewer?**   *[If you conduct P&DRs for other staff, comment on the completion and quality of these reviews. If you do not conduct P&DRs for other staff, leave this box blank]* |

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| 1. **Reviewer comments on the forthcoming year (to be completed following the P&DR)**   *[Consider reviewee responses to (7)-(9) and take into account the input evidence that you have available to you. Include plans for follow-up meeting(s)]* |

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| 1. **Agreed objectives for the forthcoming year**   *(Please add additional rows as necessary)*  This should use the contents set out under (7) as a starting point | |
| Objective | Comments |
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| 1. **Senior Reviewer comments (where necessary)** |

**Signatures**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **Date** |
| **Reviewee** |  |  |
| **Reviewer** |  |  |

*The University will use the information which you supply during the P&DR process for the purposes of reviewing your performance and conducting your P&DR. It will keep your information confidential and will keep it for a period of 6 years after you leave the University’s employment.*