

# Supplementary Guidance document for new University Performance and Development Review – Research Staff

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This short Guidance document aims to help you get the most out of your annual P&DR and supplements The University Guidance Document which should be read alongside this.

P&DR meetings are the single most important way in which the University ensures that each and every individual (or team in some areas) is able to perform to the best of their abilities and fulfil their professional aims and ambitions.

The University has developed an online P&DR system that is aimed at delivering a more effective, streamlined P&DR process to benefit all staff. By moving the P&DR onto an electronic platform we are able to ensure that even if you change projects and therefore work with a new PI or line manager, this does not mean previous reviews will be lost. Your new PI will be able to pick up your training, learning and development needs from your previous reviews.

All staff should be offered a P&DR; if you think you are due one, you should contact your Head of School.

A key objective of the P&DR is to assist you and your reviewer to identify specific training, learning and development needs that will enhance your personal and career development over the next 12 months and beyond. It should not be used to solely discuss the short or medium term tasks of your everyday job. Rather, the P&DR will provide the opportunity to really step back from your role and review how things are progressing more generally in your career as a researcher.

It will be to your advantage to have thought about your training and development needs prior to your P&DR. To help you do this, you can:

- Talk with your peers and academics about the training and development opportunities they have undertaken and the benefits they received as a result;
- Talk to your Faculty Researcher Development Team to identify what training and development is available in your Faculty and the wider University as well as building longer term Personal Development Plans (PDP);
- Think about what will support a positive outcome from your P&DR. Envisage the conversation that you would like to have with your reviewer during the P&DR and be prepared. For example, if you envisage a difficult conversation, prepare yourself by registering on an appropriate Staff Learning and Development training course<sup>1</sup> such as *Having Difficult Conversations* (Course Code: TBF61);
- Make use of Professional Development Frameworks to help you think clearly and precisely about career and development plans e.g. Vitae's Researcher Development Framework (RDF)<sup>2</sup>. There may be a Professional Development Framework associated with your research area - e.g. The Institution of Engineering and Technology<sup>3</sup> – which you can also make use of.

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<sup>1</sup> <http://www.staffnet.manchester.ac.uk/employment/training/>

<sup>2</sup> <https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>

<sup>3</sup> <http://www.theiet.org/membership/career/cpd/>