**Developing a Personal Performance Profile**

*Optional worksheet to prepare for a meaningful PDR conversation*

This worksheet can be used in addition to the PDR form to help form the basis of a meaningful performance and development conversation for Library staff. Both individual staff members and managers can work through this worksheet before meeting for their initial PDR discussion in order to help prepare. See the full framework on the [last page](#_x).

## Role expectations:

Make reference to the job description for the role to clearly guide expectations about the day-to-day tasks, activities and potential measures of success for the role. It will take our new structure some time to bed in so it will be really helpful to have thoughts on expectations clearly articulated, shared and regularly reviewed as the day-to-day needs of the role change.

Please use some of these self-coaching questions as part of your preparation.

* Are you/is this individual new to this role?
* Is the job description clear? What elements of the job description need further discussion or clarification?
* What are the main differences in the new job description? (if any)
* What do you need to do to meet or exceed expectations?
* What elements of the role do you do well?
* What do you feel less confident about?
* Which elements of the job description do you feel are the most important?
* Which elements of the job will bring the most satisfaction or challenge?

**Personal reflections**

|  |
| --- |
|  |

**Potential actions for this year**

|  |
| --- |
|  |

## Your objectives:

Annual performance objectives are the contributions that an individual makes to our strategic goals over a year. Objectives can be linked to our University strategy, I2030, Directorate priorities and team targets and indicate clear measures of success. It is helpful if managers are in a position to write and share their own, or any over-arching team objectives and so individuals can link their objectives to the team's, where relevant.

For more information about writing objectives, see the [‘How to write SMART objectives’](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37146) guide.

Please use some of these self-coaching questions as part of your preparation.

* What are the key priorities for the team and Library and how will this role help to meet them?
* What do you/does the individual feel your/their contribution could be?
* What influence do you feel you have/does this individual have in contributing to and achieving strategic objectives? How can you/the individual contribute more effectively?
* Are there any specific elements of I2030 or Our Future that you would like/like the individual to get involved with?
* How will you measure success?

**Personal reflections**

|  |
| --- |
|  |

**Potential actions for this year**

|  |
| --- |
|  |

**Note:** These actions should form the basis of your performance objectives in your PDR document.

## Values/Behaviours:

In addition to objectives, it is important to agree expectations of the behaviours needed to be successful in the role and team. We are at the early stages of establishing new ways of working with the introduction of hybrid working and it will be increasingly important for open and honest discussions on individual performance against expected behaviours to be a regular part of team and 1:1 meetings. The [Library Hybrid working principles](https://teams.microsoft.com/l/file/6066B481-F689-4C13-94B2-F79EAD4C648B?tenantId=c152cb07-614e-4abb-818a-f035cfa91a77&fileType=docx&objectUrl=https%3A%2F%2Flivemanchesterac.sharepoint.com%2Fsites%2FUOM-LIB-All-Library-Staff%2FShared%20Documents%2FHybrid%20working%2FHybrid%20Working%20Library%20Charter.docx&baseUrl=https%3A%2F%2Flivemanchesterac.sharepoint.com%2Fsites%2FUOM-LIB-All-Library-Staff&serviceName=teams&threadId=19:37f3d64182ba4f3cba14775b2488c669@thread.tacv2&groupId=84639869-2453-4991-a453-1bef5cd2380b), local team charters and [University’s Values](https://www.staffnet.manchester.ac.uk/our-future/our-values/) will all support this conversation. The [AUA professional behaviours framework](https://aua.ac.uk/wp-content/uploads/sites/37/2018/06/AUA_CPD_Framework_third_edition-2017.pdf) may also be a useful point of reference.

Please use some of these self-coaching questions as part of your preparation.

* How would you describe your/the individual’s work behaviours?
* How does your/their work behaviour contribute to success? What works/doesn't work so well?
* Are there any concerns about ways of working in the new structure or with the introduction of hybrid working that could impact on your/the individual's success in the role?
* How will you/they engage with others in the role? What are the key relationships? What might make them more successful?
* What feedback might be helpful to you/the individual about work behaviours? Who do you/they need to ask or speak to?

**Personal reflections**

|  |
| --- |
|  |

**Potential actions for this year**

|  |
| --- |
|  |

**Note:** These actions should form the basis of your development objectives in your PDR document.

## Personal development:

Personal and professional development is one of the most important aspects to PDR conversation, in order for all staff to excel in their roles and contribute to the University's performance. This is a particularly important element of the discussion this year as many staff embark on new or adjusted roles and, as a Library, with our new structure in place, we begin to focus more directly on achieving the I2030 vision.

There is a useful SLD resource for individuals on [‘Creating your Personal Development Plan’](https://www.training.itservices.manchester.ac.uk/staff/SLD/Personal_development_plan/content/#/) and resources for managers on the [Managers’ Essentials](https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/) site under ‘[Developing your People’](https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/developing-your-people/) . SLD will be a key source of any general training or development needs identified, although external sources may be necessary for more specialist development needs. It is important that we think creatively about other ways of providing development, through experiential learning, coaching and mentoring, conference attendance etc.

Please use some of these self-coaching questions as part of your preparation.

* What are your/their career goals? What development aspirations do you/they have?
* What experience, training or development do you/they need to be successful in your/their objectives or career progression?
* What support do you/they need from me/others to contribute to your/their success?
* How and when will you know if you/they have succeeded?
* What are the immediate development priorities and what are the longer-term goals? (be realistic about what might be achievable in the current year)

**Personal reflections**

|  |
| --- |
|  |

**Potential actions for this year**

|  |
| --- |
|  |

**Note:** These actions should form the basis of your development objectives in your PDR document.

# x