Accessible Performance & Development Review document

Your name:
Date of PDR review:

**First section: Looking back**

1. Overall, how do you feel the past year has gone?

Choose from 5 options and give your own comments: very well, well, satisfactorily, not well, poorly.

2. What progress have you made against the agreed objectives from your last review?

Paste your agreed objectives from last year here and indicate whether each one was met, partly met or not met.

3. What feedback has there been from others on your performance since the last review?

If you want to use this question, you’ll need to ask your colleagues for some feedback well in advance of your PDR.

4. What has gone well in your role since your last review?

5. What has gone less well in your role since your last review?

8. If you yourself have conducted P&DRs with colleagues, please comment on the completion and quality of these reviews.

**Second section: Looking forward**

Optional question: 7. What are your career aims?

10. Please suggest some objectives for the coming year, to be agreed with your line manager. Please number your suggestions. There should be TWO TYPES of objectives:

 A) Objectives relating to your individual work and with the team

 B) Developmental and behavioural goals for yourself and any learning and development needs.

# **Third section: For the manager/reviewer to complete**

6 & 8. What are your comments on this colleague’s performance and development?

10. Please look at the objectives as suggested by the reviewee, and ensure they are SMART. Please add the mutually agreed objectives and training interventions here.

[11.]. On which dates will you have P&DR progress reviews?

12. Optional comments by Senior Reviewer.