**Performance and Development Review (PDR) for Technical Professional and PS roles**

**(This is a suggested template, alternatively please record your discussions as per your regular 1:1 meetings)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Reviewer** |  |
| **Staff ID** |  |  | **Date of this PDR discussion** |  |
| **Role** |  |  | **Date of previous discussion** |  |

**PDR Purpose**

The purpose of the annual Performance and Development Review (PDR) is to provide colleagues with the opportunity to reflect on the past 12 months with their line manager and to have an open conversation regarding achievements and successes, challenges and barriers, goals and development needs. The PDR conversation is an opportunity for all colleagues to agree performance and development goals for the next 12 months and to discuss what support is needed to create a sharp focus on areas that allow colleagues to perform at their best – for themselves, their department, students, faculty or directorate and university. It is also the opportunity to receive constructive feedback from a member of the leadership team as well as to discuss longer term career aspirations.

**USEFUL PDR & DEVELOPMENT LINKS**

[PDR Information](https://www.staffnet.manchester.ac.uk/od/pdr/)

[Setting Direction’](https://www.staffnet.manchester.ac.uk/people-and-od/managers-essentials/managing-performance/planning-for-performance/development-planning/)

[Mentoring - Manchester Gold](https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/coaching-mentoring-and-cop/mentoring/manchester-gold/)

The University [Capability Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=57092) explains the relationship between the PDR process and Personal Improvement Plans and how these processes can support development and performance improvement.

**HEALTH AND SAFETY RESPONSILITIES FOR SENIOR MANAGERS**

[Organisation to implement the University’s H&S policy](https://documents.manchester.ac.uk/display.aspx?DocID=13760) paragraph 18

**TECHNICAL PROFESSIONALS AND PROFESSIONAL SERVICES LINKS**

Connecting and developing higher education professionals – the Association of Higher Education Professionals

[Home | AHEP](https://ahep.ac.uk/)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review of last year** | | | | | | |
| **Suggested themes:**   * How has the past year gone? * What do you feel you have achieved and how did you go about delivering those achievements? * Is there anything you would have done differently?   How has your focus changed since your last PDR? | | | | | | |
| *Insert notes here* | | | | | | |
| **Current performance & development objectives** | | | | | | |
| **Questions to reflect on to support your PDR preparation and PDR conversation**   * What specific progress have you made against your objectives? * What are your reflections on how well you have met your aspirations for the last year against your SMART targets? * What barriers or challenges have you experienced – if any – to achieving your performance and development objectives? | | | | | | |
| **Objective** | **Met** | **Part met** | **Not met** | | **Evidence and comments (including any training undertaken)** | |
| **Individual and team** | | | | | | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
| **Developmental and behavioural** | | | | | | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
| **Feedback** | | | | | | |
| **Questions to reflect on to support your PDR preparation and PDR conversation**   * What feedback have you received since your last PDR/over the last 12 months? * Based on the feedback that you have received, what are your strengths? * Based on the feedback you have received, what are your development areas?   **Note:** Feedback can include references | peer reviews | student feedback or questionnaires | 1-1s | Line Manager feedback etc.  ***Consider asking your key stakeholders for feedback – asking what your strengths are and areas for development*** | | | | | | |
| *Insert notes here* | | | | | | |
| **Planning for the year ahead** | | | | | | |
| **Suggested themes:**   * What are your objectives for next year? * What future goals or objectives have you identified? * Have you identified any development opportunities? * Are there activities or workstreams that no longer align with the objectives of your team? * What support/ development/ coaching/ mentoring/ resources do you need to achieve both your performance and development objectives? | | | | | | |
| **Objective** | | | | **Due by** | | **Detail** |
| **Individual and team** | | | | | | |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
| **Developmental and behavioural: Link these objectives, where possible, to the University’s six values: Knowledge, Wisdom, Humanity, Academic Freedom, Courage and Pioneering Spirit.** | | | | | | |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
|  | | | |  | |  |
| * What are your longer term aims? * Are there any developmental opportunities that would help you to achieve them?   ***Consider whether it is further development and exposure in your current role, the next role you may be interested in (internally or externally) or even any plans for retirement. This part of the conversation helps the reviewer look for development opportunities (training, mentoring, conferences, guidance or involvement in upcoming projects) to support you moving forward with your longer term aims.*** | | | | | | |
| **Agreed Date of next meeting:** | | | | | | |