

Staff Review and Development

Support Staff Grades A-D

Introduction

The Staff Review and Development (SR&D) process is one of the most important support mechanisms for staff at Bristol. The process provides the key to understanding your role and where you fit in to the Team/Department/Faculty/University. It is part of a broader performance management framework for ensuring success in your role - providing links with processes for induction, initial service review, etc. The SR&D process provides a safe and appropriate environment within which discussions about your performance can - and should - take place.

The SR&D process is first and foremost a supportive process, but it does also provide the opportunity for those difficult, but essential, discussions where either you or your manager has concerns about how things are going.

SR&D is the place where your successes can be shared and celebrated, it is one of those rare occasions where you get to talk about yourself - how you think you are succeeding; your hopes for moving on to other roles; any plans you might have to move on or leave the University; your training needs; your concerns; and any things you feel are getting in your way and/or preventing you from performing at the level you wish.

For more information on the Staff Review and Development Scheme, including downloadable forms, please visit the Staff Development website at www.bris.ac.uk/staffdevelopment/staff-review/ Paper copies of all documentation are available from Staff Development (Tel: 0117 33 16752).

WHAT IS STAFF REVIEW?

You are expected to have a review with your supervisor each year. It is recommended that you have an individual staff review followed by a progress review six months later, but if you prefer, a group review can be arranged with your colleagues.

You probably meet your supervisor regularly as part of your day-to-day work, but individual staff reviews or group reviews are a further opportunity for you to discuss the job you are doing, how you are getting on, any training issues and personal development you require and what the future might hold.

Your immediate supervisor normally carries out reviews annually, the department will decide on an appropriate time. If you feel more comfortable having a group review instead of a one-to-one this can be arranged.

THIS FRONT SHEET IS A TEAR-OFF SUMMARY SHEET OF WHAT ACTION YOU NEED TO TAKE:-

1. Your supervisor will arranged a suitable time and date for the review.
2. If you opt for an individual staff review please draft your thoughts on questions 1-5 in pencil on page 2 of this form. Give this form to your supervisor for them to note any additional items for discussion on page 3, they will then hand it back to you at least one week before the review is due to take place.
3. On the agreed date, you can both discuss the questions on the form and agree what is recorded on the form in ink.

4. The review process is confidential between you and your supervisor, after completion, the form will be forwarded to the head of department for comment. You will then keep the original, and your head of department keeps a copy of this form.

YOUR DETAILS Tick box for: Individual Review Group Review

Name(s):	Job title(s):
Department:	Location:
Reviewer's name:	Reviewer's job title:
Date of review:	Date of progress review (if applicable):

PART A: TAKING STOCK

(you can draft this before the meeting and revise it afterwards)

1. Are you comfortable with all aspects of your job?

2. Is there anything that stops you doing your job the way you want? Do you need any resources or equipment to help?

3. Is there any specific training you have received which has helped you in the past year? What future training would help you to progress and develop within the department? Do you have any plans to move on to another role or leave the University?

4. Do you have the opportunity to make suggestions and are these listened to? Are there any areas of communication with your supervisor or colleagues, which could be improved to help you to do your job?

5. Is there anything else you would like to discuss?

6. Additional items your supervisor would like to discuss

PART B: OUTCOMES

(to be completed after the discussion by the reviewee)

Reviewee's comments on the review process and outcomes:

Signed (reviewee)

Dated

Please return the form to the reviewer for further comment and signature.

Reviewer's comments/actions from review:

Training needs identified:

Signed (reviewer)

Dated

Please pass to next in line manager or head of department (as agreed).

Comments/actions of next in line manager/head of department:

Signed (line manager/HoD)

Dated

FOR ACTION

1. **Keep a copy of the form in the department, and return completed original form to reviewee on (date):**
2. **If applicable, schedule a 6-month progress review.**
3. **Reviewers to summarise all actions, training and development needs on the Overall Departmental Planning Form for action by the head of department.**