**Performance Development Review**

General Staff

**Application for Staff Leave**

Overview

The Performance Development Review form (PDR) has been designed to assist discussion between general staff and their supervisor in relation to achievements in the immediate past review period and agreed plans for the coming review period. Such discussions should be undertaken at least annually in review/preparation for each year. The PDR process ensures employees are aware of how they contribute to their area and the University and also sets out the performance expected of them for the PDR period.

Records

A copy of the completed PDR form is to be provided to the employee, supervisor and HR for the employee’s file.

Follow Up

In addition to the PDR a future meeting mid way between the review period should also be scheduled for the Supervisor and Employee to catch up and discuss how the employee is progressing with their objectives or identify any changes to objectives or timeframes that need to be made if required. Ongoing conversation during the review period is encouraged to promote open communication and build relationships.

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| **Faculty/School/Division/Office:** | **Campus:** |
| **Name:** | **Position:** |
| **Time in Present Position:** | **Total Length of Service:** |
| **Appraisal Time & Date:** | **To be returned to supervisor by (date):** |

**Section 1 – To be Completed by the Employee**

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| **1. State your understanding of your main duties and responsibilities**  |
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| **2. Has the past year been good/bad/satisfactory or otherwise for you and why?** |
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| **3. What elements of your job interest you the most and the least?**  |
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| **4. What elements of your job do you find most difficult?**  |
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| **5. What do you consider to be your most important aims and tasks in the next year?**  |
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| **6. Is there anything you feel you could do to improve your performance in your current position?** |
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| **7. How can your supervisor assist you to achieve this?** |
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| **8. What kind of work or job would you like to be doing in one years time and five years time?** |
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| **9. What sort of training/experience/professional development would benefit you in your current role?** |
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| **10. Review of the previous 12 months – Goals as per previous Performance Development Review**List the goals that the employee set out to achieve in the past 12 months (or the period covered by this appraisal – typically these goals will have been carried forward from the previous appraisal record) with the measures or standards agreed – against each comment on achievement or otherwise, with reasons where appropriate. |

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| **Goal** | **Outcomes Achieved** | **Reasons** | **Comments** |
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| **11a. Capability Self Assessment** |
| **Capability or Knowledge** |

**Product / Technical Knowledge:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Time Management**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Planning, Budgeting and Forecasting:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Reporting and Administration:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Communication Skills:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Delegation Skills:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**IT / Equipment / Machinery Skills:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Meeting Deadlines / Commitments:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Adaptability, Flexibility and Mobility**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Problem Solving and Decision Making:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Team Work and Developing Others:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Energy, Determination and Work-rate:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Ability to Perform Under Pressure:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Leadership and Integrity:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Creativity:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Personal Appearance and Image:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Corporate Responsibility and Ethics:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

**Contribution to the Strategic Goals of the University:**

***Poor*** ***Satisfactory*** ***Good*** ***Excellent***

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| **11b. Capability Self Assessment Comments** |
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| **12. Other Comments** |
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**Section 2 – To be Completed by the Supervisor**

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| **1. Confirm understanding of main duties and responsibilities of employees’ position** |
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| **2. Review and comment on points provided by employee in Section 1 and proposed outcomes (i.e. training, development or clarification)** |
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| **3. Looking Forward**List the goals you both agree are to be achieved in the next 12 months (or the period covered by this appraisal). |

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| **Goal** | **Agreed Outcomes** | **Resources Required** | **Expected Timeframe** | **Comments** |
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**Mid-Way Review Date:**

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| **Employees Signature:** | **Date:** |
| **Supervisors Signature:** | **Date:** |

**Please forward a copy of the completed forms to Human Resources**

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| **Office of Human Resources****Date: Recorded by: Signature:** |