Managing The PRDP (Appraisal) Process

Performance Review and Development Plan
What Is A PRDP?

- Personal Review and Development Plan = Appraisal
- Designed to help develop staff and assist in improving the performance of the College through their contribution.
- Aims to improve staff motivation, attitude and behaviour and will assist in fostering a positive relationship between you and your member of staff.
- PRDPs are designed to be meaningful – not a form filling exercise!

The PRDP meeting should ideally be a two way discussion with the aim of:

- **Reviewing performance** against the objectives set for the role through recognising achievements and discussing improvements through constructive feedback.
- **Planning and agreeing key objectives** for the next period through identifying any actions that could be taken to make the Department/Division/Faculty more effective.
- **Identifying training and development needs** that will add to current skills.
PRDP – Key Points

- Attend the **Let’s talk about work: getting the most from PRDP** course
- Ask the individual to complete their part of the **PRDP form**
- Review the objectives and responsibilities from the previous period
- Gather any information you may need to support your feedback
- Consider objectives and training and development needs for the following period
- Agree next review date – within 12 months
- PRDP deadline for all staff is **December**, or as agreed locally by the Department/Division/Faculty