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| **Purpose**  A **Personal Review and Development Plan (PRDP)** is an opportunity for you to reflect on your achievements since the start of your contract or your previous review and to think about your objectives for the year ahead. It will enable you to think about your career and personal development, to identify skills/resources /development that will assist you in reaching your goals. The review should comprise a friendly and confidential two-way discussion with your reviewer. This is an opportunity for you to reflect on your work, your role within Imperial and your future.  **Preparation**  Both reviewee and reviewer should come to the PRDP meeting with thoughts and ideas covering all aspects of the reviewee’s contributions to Imperial and future plans. The list below provides prompts for both the pre-meeting preparation and the conduct of the meeting itself.  **\*\*To be completed by the reviewee before the meeting\*\***  Part 1. Review of last year’s work focussing on skills development  Part 2. Personal goals for the year ahead  Part 3. Objectives for the next year | |
| **Part 1. Review of last year’s work, focussing on skills development - to be completed by the reviewee before the meeting**  Using bullet points detail your comments in the space provided below – additional comments from the Reviewer’s to be included following discussion | |
| **List your major research achievements during the last year i.e. results, papers, conference contributions, patents** |  |
| **What do you feel has gone well during the last year? Which of your goals have you achieved and what did you enjoy in the process of doing so?** |  |
| **What hasn’t gone so well and what would you do differently as a result?** |  |
| **What opportunities have you had to engage in teaching and supervision? Are there opportunities you would have liked to have been offered?** |  |
| **What opportunities have you had to contribute to other aspects of departmental life? Are there opportunities you would have liked to have been offered?** |  |

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| **What transferable skills have you developed? (e.g. presentation skills, time management, planning for success beyond your postdoc)**  **How have you used your 10 development days in the last year?**  <https://www.imperial.ac.uk/postdoc-fellows-development-centre/postdocs/plan-to-succeed/> |  |
| **Has networking and collaboration** **benefited your work? If yes, in what way?** |  |
| **How does your experience and practice match** [**Imperial Expectations**](https://www.imperial.ac.uk/human-resources/imperial-expectations/)**, and how do you support equality, diversity and inclusion?** |  |
| **How have you contributed to a healthy and safe working and learning environment, and kept up to date with relevant policies and role-specific training?** |  |
| **Would you consider you have a good work-life balance? If not, what could you do to improve it?** |  |
| **How have you been supported with any necessary workplace adjustments? Have you been supported with any additional work responsibilities such as First Aider, Safety Officer, etc.?** |  |

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| **Part 2. Personal goals for the year ahead - to be completed by the reviewee before the meeting**  Using bullet points detail your comments in the space provided below – additional comments from the Reviewer’s to be included following discussion | | | |
| **What are your main goals for the year ahead? Are they SMART (Specific, Measurable, Achievable, Realistic, Timely)?**  **List both research goals and personal and professional development goals.** |  | | |
| **Have you identified any obstacles standing in the way of achieving your goals?** |  | | |
| **Are you aware of the full range of career opportunities available to you? Which future career directions have you explored?** |  | | |
| **What is your next career step and where would you like to be in 5 years’ time? What have you done this year to help you to achieve this?** |  | | |
| **Have you thought about applying to be an Assistant Supervisor if you have supervised PhD students? (More information here)** [**http://bit.ly/2HgbWZe**](http://bit.ly/2HgbWZe) |  | | |
| **Have you sought feedback on your CV? From whom?**  **Have you identified gaps in your CV? What can you do to fill the gaps?** |  | | |
| **What courses\* would you like to attend in the next year? How do you plan to use some of your 10 development days in the next 6 months?**  **How will this help your career?** |  | | |
| **Would you benefit from having a mentor? (Further information here)** <https://www.imperial.ac.uk/postdoc-fellows-development-centre/fellows-and-clinicians/resources/getting-a-mentor-/> |  | | |
| **Any general comments** |  | | |
| \*Please visit the following website for a list of courses that are available to you at the Postdoc and Fellows Development Centre (PFDC) <https://www.imperial.ac.uk/postdoc-fellows-development-centre/courses-and-pop-ups/courses/> | | | |
| **Part 3. Specific actions for the next year required to meet goals outlined in Part 2.**  To be completed by the reviewee before the meeting and possibly amended following discussion at the meeting. You will probably have more than one action/task for some areas of your work.  Detail your comments in the space provided below – additional comments from the Reviewer’s to be included following discussion | | | | |
| **Actions**  **Specify opportunities for involvement and tangible outcomes/outputs.**  **Consider numerical/quality measures and how success will be judged.** | | **Partners/Resources**  **Whose help and what additional support/resources will be required to meet each action?** | **Target**  **date** | |
| **Applications (funding, jobs)** | |  |  | |
| **Career plan** | |  |  | |
| **External Visibility/Social Media presence** | |  |  | |
| **Networking and Collaboration** | |  |  | |
| **Research i.e. papers, experiments, data** | |  |  | |
| **Other** | |  |  | |
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| **Part 4. Reviewer’s summary**  This is a summary of the reviewee’s overall achievements and it may be written during or after the PRDP meeting. It should only be written before if the reviewer has had regular and comprehensive engagement with the reviewee and is prepared to alter it in the light of ensuing discussions. It should include sufficient detail to be helpful to both parties going forward. |
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| **The reviewee should see the completed document before signing the form.**  **Milestone progress check** to help maintain a continued focus on performance and development - can be requested by the reviewer or reviewee.3 months 6 months |

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| **Part 5. Sign Off** | **Is the job description up to date? Yes**    **No** |
| **The reviewee should see the completed document before signing the form.** | |
| **Reviewer** | **Date** |
| **Reviewee:** | **Date** |
| **Senior Nominee (e.g. line manager of the reviewer):** | **Date** |
| **Both parties should keep a copy of this document to support regular conversations about development goals and to aid planning.**  **Reviewers are required to update manager self-service in ICIS with the date of the PRDP meeting.** | |