

*For use within the Department of Physics for all staff in all job families.<sup>2</sup>*

## Purpose

A Personal Review and Development Plan (PRDP) is a summary of your past achievements, a plan toward both your future programme of work and your career, and an identification of skills or resources that would assist you in reaching your goals. It should comprise a frank, confidential two-way discussion with your Reviewer and some brief notes for your personal reference. It is **NOT** a replacement for regular meetings with your line manager concerning detailed tasks, nor does it form part of any formal HR mechanism (e.g. promotion or re-grading). As the name indicates, it is a **PERSONAL** review providing an opportunity for you to reflect on your work, your role within Imperial, and your future.

## Preparation

Both Appraisee and Reviewer (probably, but not necessarily the line manager) should come to the PRDP meeting with notes and ideas covering all aspects of the Appraisee's contributions to Imperial. The list below provides prompts for both that pre-meeting preparation and the conduct of the meeting itself. Only the front of this form should be forwarded to HoD's office (to indicate that the appraisal has taken place). Any record on page two is for the benefit of the appraisee and reviewer only. The Appraisee is also encouraged to prepare a 1-page list of annual "achievements" to inform the discussion and, if desired, be transmitted to HoD's office.

## Prompts

<b>Past Year</b>	<b>How well have you met/surpassed goals set last year and duties and responsibilities you have taken on since?</b> <ul style="list-style-type: none"> <li>○ What went well?</li> <li>○ Not so well?</li> </ul>	<b>Cover all aspects of your job:</b> <ul style="list-style-type: none"> <li>○ teaching</li> <li>○ research</li> <li>○ administration</li> <li>○ managerial</li> <li>○ technical</li> <li>○ pastoral</li> <li>○ other duties</li> <li>○ external roles</li> <li>○ impact</li> </ul>
<b>Environment</b>	<b>Do you:</b> <ul style="list-style-type: none"> <li>○ Have the resources and management support to carry out your job effectively?</li> <li>○ Know how to get mentoring and advice?</li> <li>○ Fully understand or have concerns about, Health and Safety practises in the workplace?</li> </ul> <b>Does your experience and practise match Imperial Expectations</b> (Listed to the side)?	<ul style="list-style-type: none"> <li>○ <i>Champion a positive approach to change and opportunity</i></li> <li>○ <i>Communicate regularly and effectively within and across teams</i></li> <li>○ <i>Consider the thoughts and expectations of others</i></li> <li>○ <i>Deliver positive outcomes</i></li> <li>○ <i>Encourage inclusive participation and eliminate discrimination</i></li> <li>○ <i>Support and develop staff to optimise talent</i></li> <li>○ <i>Work in a planned and managed way</i></li> </ul>
<b>Community</b>	<b>How well a valued member of the Imperial community do you feel?</b>	<b>Do Imperial and you live up to appropriate standards of Equality and Diversity?</b> E.g. those championed by the Departmental Juno Transparency and Opportunity Committee?
<b>Next Year</b>	<b>Note your main aims for the coming year.</b>	<b>Cover all aspects of your job:</b> <ul style="list-style-type: none"> <li>○ teaching</li> <li>○ research</li> <li>○ administration</li> <li>○ managerial</li> <li>○ technical</li> <li>○ pastoral</li> <li>○ other duties</li> <li>○ external roles</li> <li>○ impact</li> </ul>
<b>Personal Development</b>	<b>What are your promotion/career goals?</b>	<b>How might you acquire the skills and experience to deliver these?</b>

Put here any matters you would like to bring to the attention of your Head of Group and/or HoD's Office

Appraisee	Reviewer	HoG (as HoD Senior Nominee)
Sign, print name, and date	Sign, print name, and date	Sign, print name, and date

Record overleaf any notes from the PRDP meeting. Forward a signed copy of this front page to HoD's office.

<sup>1</sup> This form replaces the College ones available at <http://www3.imperial.ac.uk/hr/workingatimperial/career/promotion/prdp>. The College guidance notes and checklists provide more detailed supplementary guidance which you may find helpful. Within Physics, PRDP emphasises personal development, with task-specific job performance reviewed separately via regular line manager meetings.

<sup>2</sup> You should have received PRDP training within the last 5 years.

**Record of discussion**

It is recommended that both appraisee and reviewer keep copies of this page for their own benefit and that its content remains confidential to the two parties. Any information for HoD should be included within the specified box on page one.

	Name	Signature	Date
Appraisee			
Reviewer			