|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Part 1. Before the meeting – *for completion by reviewee in advance*** | | | | |
|  | | | |
| **Review of last year’s work**: To be completed by the reviewee before the meeting. Reviewer may add comments during or following the meeting. | | | |
| **Objectives/Main Areas of Responsibility** | **Your Achievements/Outputs**  Indicate an achievement level (not compulsory) and include:  What has gone well/not so well and why? What gave you the most/least satisfaction? What has caused you problems or difficulties? | | *1 = Outstanding*  *2 = Highly Effective*  *3 = Effective*  *4 = Less than Effective*  *5 = Unacceptably Low* |
| **Research**  Collaborations, milestones reached, quality of output, etc. | Your comments:  Reviewer’s comments (following discussion): | |  |
| **Teaching**  Teaching/course development, pastoral care, tutoring, project supervision, demonstrating, etc. | Your comments:  Reviewer’s comments (following discussion): |  | |
| **Professional and Personal Development**  Career planning, CV, development courses, professional membership, etc. | Your comments:  Reviewer’s comments (following discussion): |  | |
| **Internal Contribution**  Committees, leadership, Lab management, coaching, mentoring, other admin activities, etc. | Your comments:  Reviewer’s comments (following discussion): |  | |
| **External Visibility**  Conferences, personal web page, etc. | Your comments:  Reviewer’s comments (following discussion): |  | |
| **Contribution to Imperial community including demonstrating College** [**Values**](https://www.imperial.ac.uk/about/values/) **and support for equality, diversity and inclusion.** | Your comments:  Reviewer’s comments (following discussion): |  | |
| **Reflection on Portfolio of Activities** | |  | |
| **What has been the balance of your time between these areas of responsibility?**  **What have been the drivers for that time allocation?**  **Do you think this allocation between activities is optimal for you and for the department?** | Your comments:  Reviewer’s comments (following discussion): |  | |
| **Part 2. At the meeting:** | | | |
| Agree who is going to record progress and who will complete the documentation (Part 3) once the meeting is over and then discuss the following and note agreed actions.  Ensure that you are both happy with the pace and depth of discussion (some points are likely to be more relevant for some staff).   * **Review and discuss Part 1** - cover successes, difficulties, and note any changes/actions required.   + What have you learnt and/or gained in terms of knowledge, skills, or experience in the last year?   + What feedback has been received from colleagues, students, collaborators, line managers, etc.?   + What particular aspects of work have been praised?   + What challenges have there been and how have these been worked through?   + Do you feel appreciated, valued, and supported? * **Consider career plans including promotion, change in job focus, academic opportunities, etc**.   + How might motivation be increased?   + Where are the next steps in your career? How might you be supported to achieve these?   + How are you currently apportioning your time between activities? How might you be supported to change this, if required? * **How have you:**   + Contributed to the maintenance of a healthy and safe working and learning environment?   + Kept up to date with College policies and related legislation and reviewed essential role-specific training?   + Been supported with any health concerns or any necessary adjustments?   + Been supported with any additional work responsibilities and the management of your workload? * **What goals and targets are appropriate for the forthcoming year?**   + Remember to include performance objectives and personal development plans. | | | |
| **Part 3. At or following the meeting - *complete the following:*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance objectives for the forthcoming year:** To be completed at or following the meeting using the SMART framework (see guidance notes) | | | | |
| **Areas of Responsibility** | | **Objectives**  *Each objective should specify an outcome/output, consider numerical/quality measures, state how success will be judged, and indicate what help/resources will assist completion.* | **Target completion date** | |
| **Research** | |  |  | |
| **Teaching** | |  |  | |
| **Professional**  **Development** | |  |  | |
| **Internal Contribution** | |  |  | |
| **External Visibility** | |  |  | |
| **Part 4. Reviewers’ summary and additional comments from HoD or senior nominee** | | |
| This is a summary of the reviewee’s overall performance 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. | | |
|  | | |

**The reviewee should see the completed document before signing the form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone progress check in:** |  | 3 months | 6 months |  |

|  |  |  |
| --- | --- | --- |
| **Sign off:** | **Reviewer:**  **Date:** | **Reviewee:**  **Date:** |

***Both parties should keep a copy of this document to support regular conversations about work and development goals and to aid planning.***

***Reviewers are required to update manager self-service in ICIS with the date of the PRDP meeting.***

|  |  |  |
| --- | --- | --- |
| **Part 5. Career and personal development plan** to be completed at the meeting using the SMART framework (see Guidance Notes) | | |
| **Development focus** | **Objectives/Outcomes**  *What knowledge/skills do I want to develop and how will I know I have been successful?*  *How will I achieve this and with what support/resources?* | **Target completion date**  *with interim deadlines* |
| **Short term**  *To meet the immediate needs of your role and objectives agreed in Part 2.* |  |  |
| **Long term**  *To meet the changing needs of your role and to develop career opportunities.* |  |  |
| **How might I better meet College Values?** |  |  |

**The reviewee should see the completed document before signing the form.**

|  |  |  |
| --- | --- | --- |
| **Sign off:** | **Reviewer:**  **Date:** | **Reviewee:**  **Date:** |

***Both parties should keep a copy of this document to support regular conversations about work and development goals and to aid planning.***

***Reviewers are required to update manager self-service in ICIS with the date of the PRDP meeting.***