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| **Part 1. Before the Meeting – *for completion by reviewee in advance*** |

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| **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 (as appropriate)** | **Your Achievements/Outputs** Where appropriate for your role/context, 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*  |
| **Teaching** Teaching qualification/recognition, course development, pastoral care, tutoring, project supervision, demonstrating**,** future opportunities etc. | Your commentsReviewer’s comments (following discussion) |  |
| **Internal Contribution** Committees, Lab management, sharing knowledge/best practice, coaching, mentoring, other admin activities, future opportunities etc. | Your commentsReviewer’s comments (following discussion) |  |
| **Professional and Personal Development** Career planning, CV support, training/development courses, professional membership, realising future opportunities etc. | Your commentsReviewer’s comments (following discussion) |  |
| **External Visibility C**onferences, personal web page, HEA Fellowship, future opportunities etc. | Your commentsReviewer’s comments (following discussion) |  |
| **Research**Collaborations, milestones reached, quality of output, research published, future opportunities etc. | Your commentsReviewer’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 commentsReviewer’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 my colleagues, students, collaborators, line managers etc.?
	+ What particular aspects of work have been praised?
	+ Do you feel appreciated, valued and supported?
	+ Is the job description up to date and relevant?
	+ Are duties and tasks clearly defined inc. supervisory/management responsibilities?
* **Consider career plans including promotion, job opportunities, flexible working etc**.
	+ How might motivation be increased?
	+ Where are the next steps in your career? How might you be supported to achieve these?
* **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 necessary workplace 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
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| **Part 3. At or following the meeting - *complete the following:*** |
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| **Performance objectives for forthcoming year:** To be completed at or following the meeting using the SMART framework (see guidance notes) |
| **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** |
| Teaching |  |  |
| Internal Contribution |  |  |
| Development |  |  |
| External Visibility |  |  |
| Research |  |  |
| **Part 4. Reviewer’s 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. If written before, it should only be done 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.**

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|  **Milestone progress check in:** |  | 3 months [ ]  | 6 months [ ]  |  |

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| **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.***

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| **Part 5. Career and personal development plan** 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? What training and support (internal or external) is required to realise future opportunities? Are any qualification/recognition options (e.g.* [*STAR*](http://www3.imperial.ac.uk/star-framework)*) appropriate? How will I achieve these outcomes, and with what support/resources?*  | **Target date***with interim deadlines* |
| **Short term** *To meet the immediate needs of your role and objectives agreed in Part 2.* |  |  |
| **Long term** *To meet 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.**

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| **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.***