

How to prepare for your Performance and Development Review

Dedicating time to preparing for your review discussion will impact on the quality of this interaction and the value and importance you place on it.

Taking time to stop, think and reflect about your contribution and plans for the future will support you in making well considered decisions about your next steps.

Here are some suggestions to support this preparation.

My contribution over the last 12 months

In reviewing your contribution during the last 12 months, it can be helpful to ask yourself the following questions.

- What have been your main achievements?
- What are you most proud of?
- What did you find most challenging and how did you deal with it?
- Did you experience any disappointments and how did you deal with them?
- How have you demonstrated the University Values and Professional Behaviours?
- What learning opportunities have you had, either through structured learning events or different experiences and what difference has it made to you and your role?

Work to provide a balanced, accurate account of the last 12 months.

My contribution over the next 12 months

It is important to consider what your focus and priorities will be over the next 12 months. Your reviewer will also come with some suggestions, but this is your opportunity to highlight something of particular interest.

- Are there any particular projects or activities that you would like to be involved with?
- How does your work contribute to University priorities?
- Where do you think you can make a contribution above and beyond the core elements of your role?
- Are there any projects or activities that would support your on-going development?

- Can you identify specific training needs that would enhance your contribution and role satisfaction?

My Career/My Future

Sometimes it can be difficult to see where your next step may be in line with your broader career aspirations.

It can be helpful to consider the following areas, but your reviewer will also help you to think through these elements.

- Consider and reflect on your current position in relation to a longer term career plan, if you have one.
- What may the next feasible steps be?
- What do you need to do to get there?
- What experience, opportunities, and exposure do you need in order to develop further?

Alternative preparation tools

You may also find the PDR Preparation Form a useful tool to aid your thinking on this activity ahead of your review meeting.