

Human Resources

PDR JOB CHAT

## **Form 1** Summary of the discussion

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| Section 1 Personal details | |
| **1.1 Name** [Subject] | **1.2 Job title** [Title] |
| **1.3 Date of chat** Click to enter a date. | **1.4 Grade** Click here to enter text. |
| **1.5 Reviewer** [Manager] | |

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| Section 2 My contribution over the past 12 months |
| **2.1** How has the last year at work been for you?  Click here to enter text. |
| **2.2** What have you done at work over the last year that you are most proud of? Look at any Learning and Development forms you have completed over the year to help you.  Click here to enter text. |
| **2.3** What progress have you made on goals you agreed with your manager? Look at your Form 2 from last year.  Click here to enter text. |
| **2.4** What aspects of your job have you found most challenging? What have you done about that?  Click here to enter text. |
| **2.5** What would help your team to work better together?  Click here to enter text. |
| **2.6** What could your team do to improve how it works and interacts with other teams?  Click here to enter text. |

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| Section 3 My job |
| **3.1** Do you have everything you need to do your job well?  Click here to enter text. |
| **3.2** How do you find out if you are doing your job well?  Click here to enter text. |
| **3.3** What do you think would improve the service we give to our customers?  Click here to enter text. |

| Section 4 Planning for the year ahead |
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| **4.1** Are you clear about what you and your team need to focus on over the coming year? Is there any training or learning that would help you meet your goals?  Click here to enter text. |
| **4.2** Do you have any plans or work ambitions for the coming year?  Click here to enter text. |

| Section 5 Comments |
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| **5.1** Staff member: Is there anything else you would like to raise?  Click here to enter text. |
| **5.2** Manager/reviewer: Is there anything you wish to raise or comment on?  Click here to enter text. |

# **Form 2** What we are agreeing to do

You may be agreeing goals with your manager for the coming year. You may also identify any learning you need to help you meet them.

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| Section 6 What we are agreeing you will do |
| [Subject] agrees to do the following (be specific e.g. a training course, carry out a new procedure etc.):  Click here to enter text. |
| When we will review progress by:  Click here to enter text. |

|  |  |
| --- | --- |
| Signature | Date Click here to enter a date. |

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| Section 7 Your manager’s agreements |
| [Manager] (Manager) agrees to do the following:  Click here to enter text. |

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| Signature | Date Click here to enter a date. |

**A copy of this document is to be kept in a secure place by the senior manager of the department**

Estates and Facilities’ managers and supervisors: as you undertake the year’s Job Chats, please complete the spread sheet ‘Job Chat Training Needs’ which your Job Chat co-ordinator will send you.

Return the completed form to your Job Chat co-ordinator who will summarise the training needs for the whole department.