

**PROFESSIONAL SUPPORT performance review Form**

The purpose of this Professional Support Performance Review Form is to document the Reviewee’s objectives for the Performance Review cycle and to review the outcome of objectives from the previous year in accordance with the University’s Performance Review Policy. This form should also document the outcome of any informal mid-year review.

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| Reviewee (Employee) |  | Reviewer (Line Manager) |  |
| Reviewee Job Title |  | Reviewer Job Title |  |
| Service / Unit |  | Date of Meeting |  |
|  | | Date Form Completed |  |

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| **RESPONSIBILITY** | **ACTION** |
| Reviewee | To prepare for the review meeting by completing section 1 of this form |
| Both parties | Hold review meeting  Discuss progress / outcomes and set objectives for the next 12 month period  Discuss development and career aspirations  Agree final version of the form |
| Both parties | To hold mid-point review to discuss progress |

**Notes:**

**Both Reviewer and Reviewee to retain a copy of this PR form.**

**PART 1 – Review of Objectives from the previous year** (Reviewee to complete prior to review meeting)

This section is to be used to review the previous years objectives. Please enter the agreed objectives that were set at the start of the year and discuss and record any comments or areas of discussion to support the agreed outcomes.

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| **Previous Year Objectives** | | | |
| **Objective/Target** | **Comments / Progress** | **Evidence** | **Line Manager Assessment** |
|  |  |  | Choose an item |
|  |  |  | Choose an item |
|  |  |  | Choose an item |
|  |  |  | Choose an Item |

**PART 2:**

**OBJECTIVES FOR THE CURRENT YEAR -** Both the Reviewer and the Reviewee need to review past objectives and plan out new objectives to support the University’s strategic objectives and local plans. Please make a note of any work related activity targets, measures or objectives that are agreed.

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| **Objectives for the current year / forthcoming period** | | | |
| **Objective/Target** | **Specifics of Objective / Measures** | **In support of what University / local objective** | **Development / support needs (if required)** |
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**PART 3:**

**PROFESSIONAL DEVELOPMENT, CONCLUDING REMARKS AND CAREER PLANNING**

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| pROFESSIONAL development | | | |
| Development Goals | Development Methods | Timescale | Responsibility and/or Assistance |
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| CONCLUDING REMARKS AGREED BY THE PARTIES |
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| cAREER PLANNING / ASPIRATIONS |
| What are your longer-term career aspirations over the next 1 -3 years? (This is to guide discussion around self-development, and potential work opportunities/ training and development. This is also an opportunity to explore your future plans in a broader sense, e.g. employees who may be interested in retirement planning etc.) |
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| **MID YEAR REVIEW** | | | |
| **Objective/Target** | **Comments / Progress** | **Evidence** | **Line Manager Assessment** |
|  |  |  | Choose an item |
|  |  |  | Choose an item |
|  |  |  | Choose an item |
|  |  |  | Choose an item |

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| CONCLUDING MID-YEAR REMARKS AGREED BY THE PARTIES |
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