# **Mathematical Institute**

# **Personal Development Review (PDR) form**

# **SECTION A: Ahead of the review meeting**

*The reviewee should complete Section A before sending it on to the reviewer ahead of the PDR meeting.*

**Name:**

**Name of reviewer (usually your line manager):**

**Date of review meeting:**

1. TAKING STOCK
2. **What were your key achievements over the last year? If you had agreed objectives for the last year, what progress have you made against those objectives?**
3. **Were there any major changes in your duties or activities over the last year, as described in your job description?**
4. **Did you encounter any difficulties or obstacles? If so, what were they, and what did you do about it?**
5. **What did you enjoy most over the past year, and why?**
6. PLANNING AHEAD
7. **What aims and objectives would you propose for the next 12 months?**
8. **Do you have any suggestions for improvements or changes in your area of work?**
9. **What support would help you to achieve your future aims and objectives, including addressing any learning and development needs?**
10. OPTIONAL: PLANNING FOR THE LONGER TERM
11. **What career aims do you have for the longer term?**
12. **What support, training and development opportunities do you need to prepare you for your longer term career aspirations?**

# **SECTION B: After of the review meeting**

*The reviewee should write up Section B, before sending to the line manager for review and comment:*

1. SUMMARY OF DISCUSSION

*Please provide a short summary – in bullet point form, if possible*

1. PLANNING AHEAD
2. **Agreed objectives** *(add more lines, if required)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Agreed objectives**  *Should be specific and achievable* | **Agreed measures of success: what does success look like?** | **Agreed timescales** *(review & completion)* | **Key dependencies on other people or activities, where relevant** |
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1. **Learning and development plans, including specific training courses and development opportunities**
2. **Any further comments**
3. **Job descriptions: were any changes agreed in the review meeting? YES / NO**

***If changes were agreed, please amend your job description, and return it to your reviewer, along with this form.***

***Now return the form to your reviewer, who will complete Section C***

# **SECTION C: Reviewer’s comments**

*Guidance for reviewer: please complete this section after the review discussion and after the reviewee has completed Section B.*

# **SECTION D: Second Line Manager comments**

**Second line manager’s name …………………………………………………**

**Second line manager’s signature ………………………………………………… Date: ……………………………**

# **SECTION E: Signatures**

**Reviewee’s signature ………………………………………………… Date: …………………………..**

**Reviewer’s signature ………………………………………………… Date: …………………………..**