

MATHEMATICAL INSTITUTE

Personal Development and Review Scheme for Support and Academic-Related (Admin) Staff

**TIMETABLE FOR 2011**

**By the end of November 2011:** All review discussions to have been completed

**By the end of December 2011:** All review discussions to have been written up by the reviewer, agreed by the reviewee, and the form C confirming that the process is complete to have been returned to the Head of Administration and Finance together with an up-to-date job description.

**Prompts for Review**

**SECTION A**

**TO BE COMPLETED BY THE REVIEWEE BEFORE THE REVIEW DISCUSSION**

**NAME:** .....

**REVIEWER:** .....

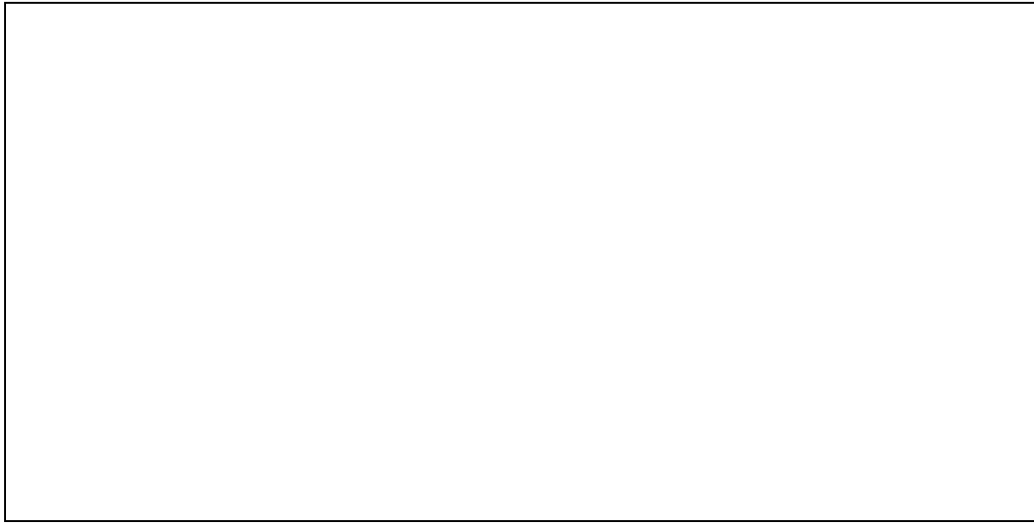
**DATE OF REVIEW MEETING:** .....

**DATE OF LAST REVIEW:** .....

**Please complete this prompt sheet and send it to your line manager or agreed reviewer *at least two weeks* before the date that has been arranged for your review. The information on this sheet is intended to provide a starting point for the discussion. Answers do not *need* to be elaborate sometimes bullet points will be sufficient.**

1. What have your main duties/activities been in the preceding twelve-month period?

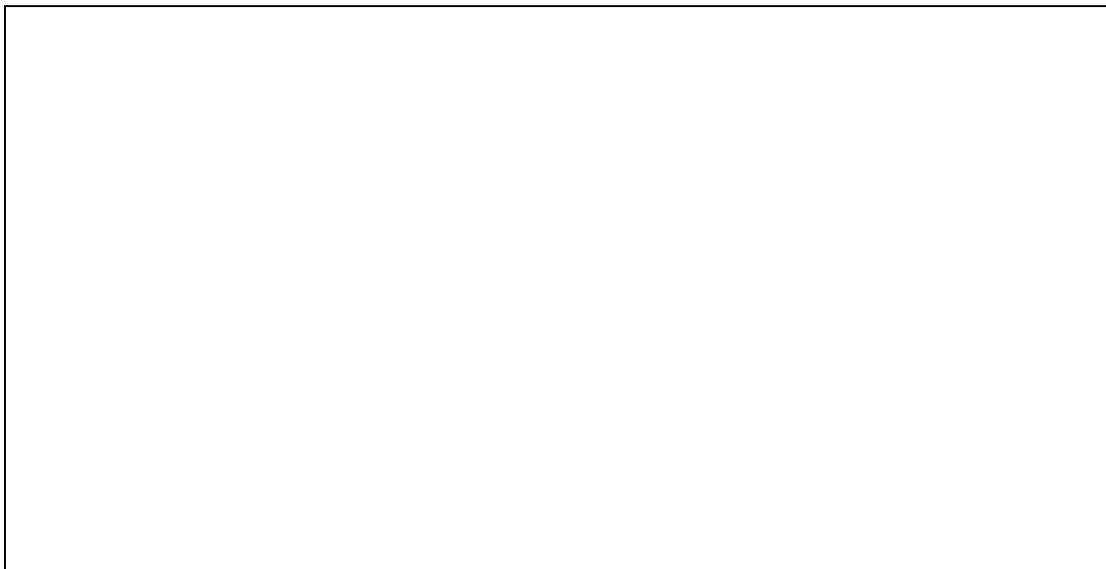
2. Have there been any major changes in your duties/activities? What have they been?



3. What have been your achievements, including the extent to which you have met any objectives set in the previous year?



4. Did your duties, activities and achievements reflect what was anticipated at the start of the period?

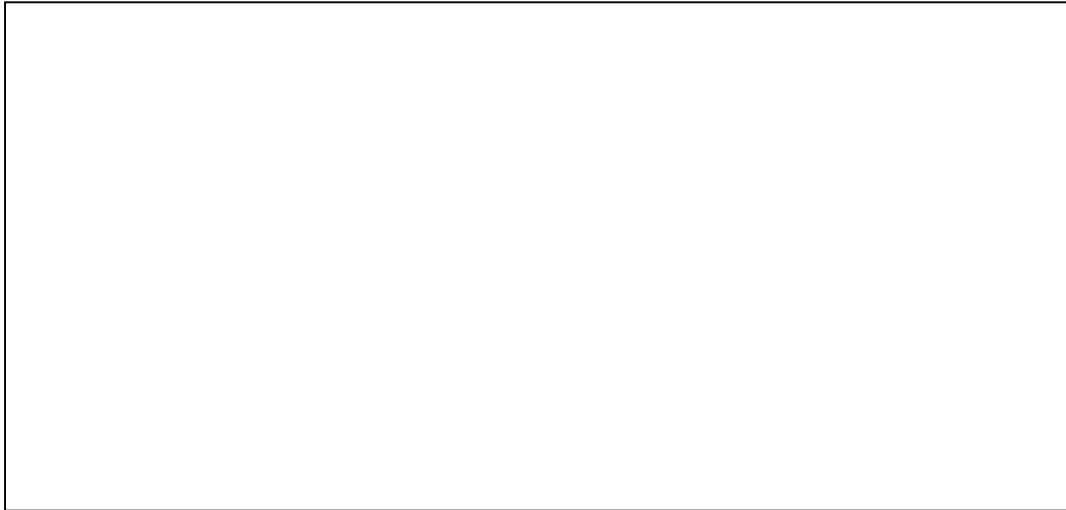


5. Were any difficulties/obstacles encountered?

6. What ideas do you have about objectives for the coming year?

7. Do you have any suggestions for improvements/changes in the way you work or your job is organised which you think would help you?

8. Is there any support you need to help you achieve your future aims/objectives, including any training and development needs?



9. Do you have any career development plans? What support do you need to achieve these plans? [Reviewees are not obliged to talk about their career aspirations but may find it helpful.]

