

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 B

TO BE COMPLETED BY THE REVIEWER AFTER THE REVIEW DISCUSSION

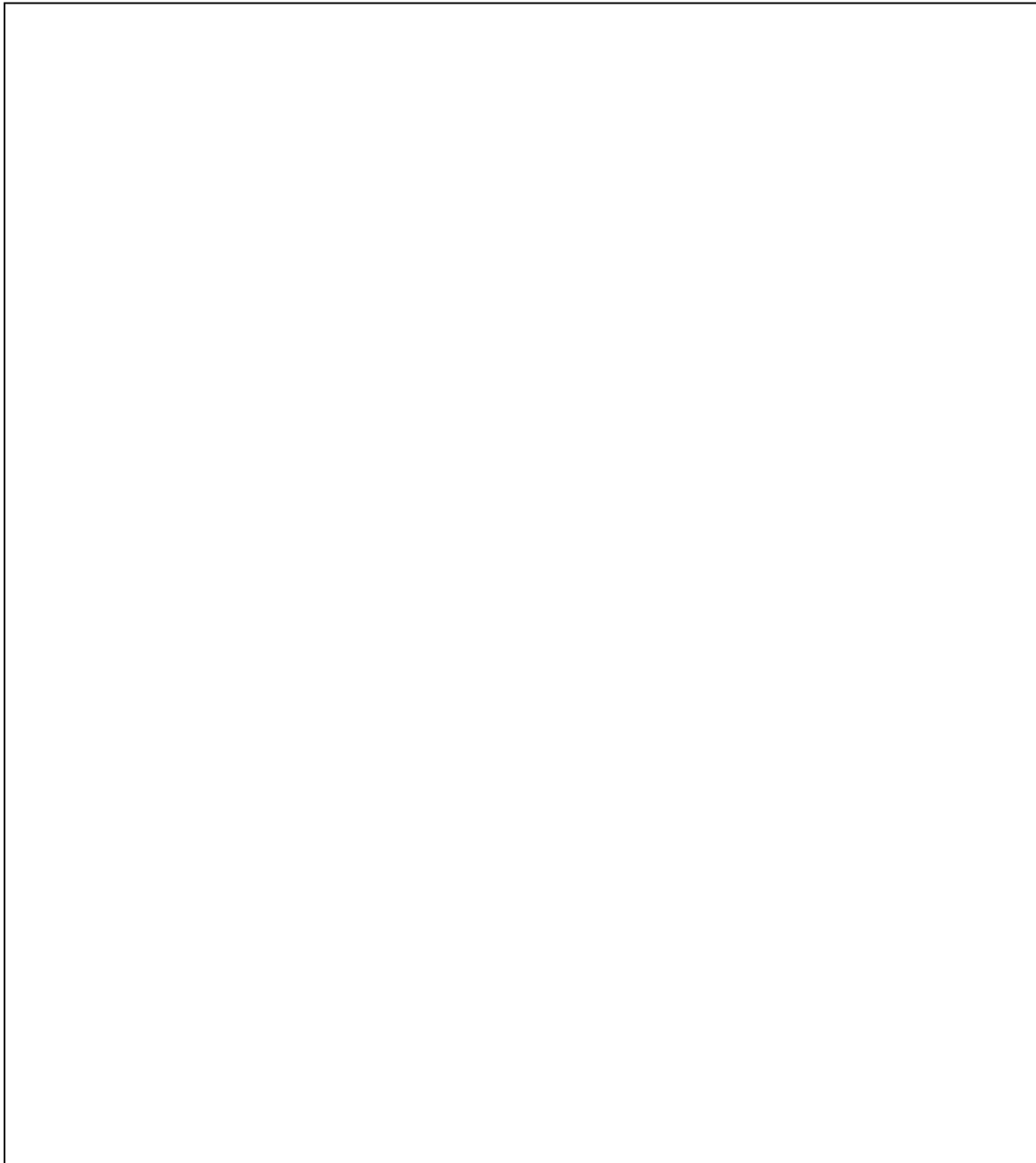
NAME:

REVIEWER:

DATE OF REVIEW MEETING:

DATE OF LAST REVIEW:

Please provide an overview of the review discussion and the objectives set for the forthcoming year. You may consider highlighting positive achievements, including the extent to which any objectives have been met, suggestions for personal and career development, training and development requirements and any further action you believe to be necessary.



Signature of reviewer

Signature of reviewee

A COPY OF SECTION A AND SECTION B SHOULD BE RETAINED BY THE REVIEWER AND REVIEWEE ONLY. THE REVIEWER SHOULD ENSURE THAT THE FORMS ARE TREATED AS CONFIDENTIAL AND KEPT IN A SECURE PLACE.