

MATHEMATICAL INSTITUTE

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

**TIMETABLE FOR 2010**

**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 C**

**TO BE COMPLETED BY THE REVIEWER AFTER THE REVIEW DISCUSSION.  
THIS SECTION SHOULD BE USED TO RECORD ANYTHING FROM THE REVIEW THAT NEEDS EXTERNAL INPUT TO ACHIEVE/RESOLVE IT.**

**NAME:** .....

**REVIEWER:** .....

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

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

**UPDATED JOB DESCRIPTION ATTACHED      YES/NO**

**Please provide a list of any training or development requirements that have been identified in the course of the review and how these are going to be arranged. Please make it clear if any action is required at departmental level. Please also use this section to indicate where further action is required by the department, making it clear what is expected.**

**Confirmation that PDR process for 2011 complete**

**Signature of reviewee .....**

**Signature of reviewer .....**

***THIS SHEET SHOULD BE PASSED TO THE HEAD OF ADMINISTRATION AND FINANCE SO THAT ANY TRAINING AND OTHER REQUIREMENTS CAN BE FOLLOWED UP. THIS FORM WILL SUBSEQUENTLY BE STORED ON YOUR DEPARTMENTAL PERSONNEL FILE.***