**Mathematical Institute – Personal Development Review (PDR) Form**

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| **Name:** |  |
| **Job Title:** |  |
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| **Manager:** |  |
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| **Date of meeting:** |  |

**Section A: For completion before the meeting**

*The reviewee should share their thoughts in Section A, before sending to the line manager ahead of the meeting:*

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| **Looking back: please reflect on your performance over the past year***Please include your key achievements, as well as any successes and challenges you’ve experienced. If you agreed objectives for the last year, what progress have you made against them?*  |

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| **Looking forward: what aims and objectives would you propose for the next year, and beyond***Please outline any development / support you think is needed to assist your ongoing performance and delivery of future objectives.*  |

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| **Values:** [**Professional Services Together**](https://staff.admin.ox.ac.uk/professional-services-together/about) **outlines the ambitions for how we work in support of the University's mission.***Please outline how you have demonstrated, or plan to demonstrate in the coming year, a commitment to one or more of the shared principles.* |

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| **Career Aspirations (Optional):***What career aims do you have for the longer term?* [Developing myself | People and Organisational Development (ox.ac.uk)](https://pod.admin.ox.ac.uk/developing-myself)  |

**Section B: For completion after the PDR meeting**

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

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| **Please provide a short summary of the discussion, in bullet point form, if possible** |

**Agreed objectives** *(add more lines, if required)*

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| **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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**Manager’s final comments**

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| **Could include any final comments on performance, progress and achievements, comments on professional development and support priorities, and confirmation regarding any agreed actions.** |

Please send a copy of the completed form to hr@maths.ox.ac.uk for your HR file, and so that we can collate training needs for the year.