**Performance and Development Review (PDR)**

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| **Name** |  |
| **Job title** |  |
| **Faculty/Directorate** |  |
| **Reviewer** |  |
| **Date of meeting** |  |

The Brookes’ PDR consists of an annual PDR (at an optimal time of the year from April onwards) and is then normally supported by regular 1:1 meetings throughout the year. Its purpose is to enable you to perform effectively in your job and fulfil your personal, professional and career development goals - for your benefit and the benefit of Brookes within a context of continuous improvement.

This form supports your annual PDR - which involves reviewing with your line manager (or their nominee) your achievements against your work-related and development objectives during the past year and agreeing your work-related and development objectives for the coming year.

Your future objectives should be aligned to faculty or directorate objectives.

For research-active staff, please reference your Personal Research Plan (PRP) in your PDR and attach a copy to the PDR form that you submit to your reviewer.

Following the PDR, a copy of the completed form is to be retained by the Reviewee and the Reviewer.

From 2022, faculties and directorates are required to maintain a record of PDR completions for various reporting purposes. In some faculties and directorates, a central copy is also held for training and development planning.

**SECTION 1: To be completed by you (the reviewee) in advance of the PDR meeting.**

1. **Achievements in relation to work-related and developmental (personal, professional and career) objectives during the past year.**

1. **Proposed focus for work-related and developmental (personal, professional and career) objectives for the coming year.**

Work-related objectives should be aligned with known faculty and directorate objectives.

You can use this section to reflect on, and articulate the support you will need to meet your proposed objectives in the coming year or longer-term.

**SECTION 2: to be completed by your reviewer after the PDR meeting.**

1. **Reviewer’s comments including feedback given at the PDR meeting.**

Make your feedback as specific as possible and include, where appropriate, indicators of the impact and value of the reviewee’s contribution to you, the team, and stakeholders.

1. **Agreed work-related and developmental (personal, professional and career) objectives for the coming year.**

Work-related objectives should be aligned with known faculty and directorate objectives. You can use this section to respond to the support needs of the reviewee to meet the agreed objectives, including those that are developmental and/or longer-term.

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| **Objectives for the coming year**  (Where possible these should be SMART) | **Target date** |
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1. **List any training and development required with any budgetary implication (description and estimated cost).**

It is advisable to identify learning and development opportunities that are free to access in addition to those that are chargeable.

Also, list any Brookes mandatory training courses that either remain outstanding or are due a refresher in the year ahead.

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| **Reviewee** |  |
| **Reviewer** |  |
| **Date** |  |

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Completion date submitted for Faculty / Directorate records.

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| **Completion Date** |  |