

VIEWEE GUIDANCE FOR PROFESSIONAL SERVICES AND TECHNICAL STAFF

The following questions can help you:

- How far have you achieved last year's work-related and developmental objectives?
- What were your main challenges last year? How did you overcome them? What else do you need to do? What challenges are foreseen for the coming year? How can you overcome them?
- What feedback have you received and acted on? (from students, colleagues, service users etc).
- For student facing staff, are you adhering to the [Brookes Charter \(Regulation E3\)](#) and the NSS Actions
- What changes have you experienced in the last year? (e.g. new ways of working, restructure, the HE environment, technology, legislation, etc). How have you dealt with them?
- What has been your contribution to the student experience and the staff experience?
- How confident are you using systems and processes? (e.g. Google, Microsoft Office, E5, HR Core, [CMISGo](#), [Employment Handbook](#) etc).
- How effectively have you worked with others?
- What mentoring and coaching have you undertaken to support others?
- How have you demonstrated the [Brookes' Guiding Principles](#) and team values?
- How has your development helped you? What have you learned from your experiences?
- What are your proposed work-related and developmental objectives and plans for the coming year (to be aligned with Directorate/Faculty objectives and Departmental plans)? Using SMART (specific, measurable, agreed, realistic and time-bound) may be helpful.
- What help and support do you need?

Supporting information to help you:

- Faculty/directorate objectives and plans.
- Your [job description](#) and work plans.
- Any feedback received from those you have worked with.
- For academic and other student facing staff, the [Brookes Charter \(Regulation E3\)](#) and the NSS Actions
- [AUA Professional Behaviours](#), [Technician Commitment](#) or [Brookes' Leadership Capabilities](#) to help you identify your strengths and development areas.
- [Career Development website](#).
- Last year's PDR form and any 1:1 meeting notes.
- Plans for your training and development - see [OCSLD website for training and development options](#).