

## REVIEWEE GUIDANCE FOR STAFF IN A MANAGERIAL ROLE

### The following questions can help you:

- How far have you and your team achieved your work-related and developmental objectives during the past year?
- What were the main challenges for you and your team last year? How did you and your team overcome them? What else do you and your team need to do? What challenges are foreseen for the coming year? How can you and your team overcome them?
- What feedback have you and your team received and acted on? (from students, staff, service users, others etc).
- If you and your team are student-facing, is everyone adhering to the [Brookes Charter \(Regulation E3\)](#) and the NSS Actions
- What changes have you and your team experienced during the year? (e.g. new ways of working, restructure, the HE environment, technology, legislation etc). How have you dealt with them?
- How confident are you and your team at using key systems and processes? (e.g. Google, Microsoft Office, E5, Core, [CMISGO](#), [Employment Handbook](#) etc).
- How would you describe your leadership style?
- In what ways have you demonstrated leadership?
- What do you and your team need to do to improve the student experience/staff experience?
- What have you done to coach, mentor and support others?
- How have you and your team demonstrated the [Brookes' Guiding Principles](#) and team values?
- How effectively do you manage your time and delegate to others?
- What are the proposed work-related and developmental objectives and plans for you and your team 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
- Last year's PDR form and any 1:1 meeting notes
- Your job description and work plans
- Any feedback received from your team and others you have worked with
- NSS, Brookes' Survey of Student Engagement, module evaluations, [PETAL](#)/peer observations etc.
- The [Brookes Charter \(Regulation E3\)](#) and the NSS Actions
- Plans for your training and development (see [OCSLD website for training and development options](#))

- The [Brookes' Leadership Capabilities](#) to help you identify your strengths and development areas.
- [Change website](#) and change management checklist.