

Achievement and Development Review Form

FOR PROFESSIONAL SERVICES STAFF

BEFORE THE MEETING

In advance of the Achievement and Development Review meeting, the reviewee should complete as much of this form as they can, providing information on:

- a review of the previous year's objectives and the outcomes (part 1)
- reflections on the period since your last review (part 2)
- your thoughts around objectives for the forthcoming year (part 3)
- any development or support needs you may have (part 4)

You and your reviewer can discuss the content and confirm any decisions during the meeting. This form is confidential between the reviewee and reviewer. Details can be shared with the consent of the reviewee when appropriate e.g., for a Discretionary Pay Review. This form is a live document and should be revisited at regular one-to-one meetings. Any changes in objectives that are agreed throughout the year should be recorded here.

Reviewee name:

Reviewee job title:

Reviewer name:

Reviewer job title:

Period under review:

Date of ADR meeting:

School/Division:

PART 1: REVIEW OF OBJECTIVES FROM THE PREVIOUS YEAR

Use this space to report on progress around your objectives from the previous review, and if they were fully met, mostly met, partially met or unable to achieve.

OBJECTIVE 1

Outcome/achievement

OBJECTIVE 2

Outcome/achievement

OBJECTIVE 3

Outcome/achievement

OBJECTIVE 4

Outcome/achievement

OBJECTIVE 5

Outcome/achievement

Which of the Sussex Values have you demonstrated and how?

Provide evidence or examples where possible.

PART 2: REFLECTION ON THE PERIOD SINCE YOUR LAST REVIEW

What went well? What contributed to these successes?

What did not go so well? What could have been done better or differently?

Feedback you have received (from team members, colleagues, other staff across the University and/or partners)

Any other comments?

Reviewer's comments/noted topics of discussion:

PART 3: OBJECTIVES FOR THE FORTHCOMING YEAR

OBJECTIVE 1

How does it link to any strategic or organisational priorities?

What will you do/deliver to achieve this objective?

Timescale:

Review date:

OBJECTIVE 2

How does it link to any strategic or organisational priorities?

What will you do/deliver to achieve this objective?

Timescale:

Review date:

OBJECTIVE 3

How does it link to any strategic or organisational priorities?

What will you do/deliver to achieve this objective?

Timescale:

Review date:

OBJECTIVE 4

How does it link to any strategic or organisational priorities?

What will you do/deliver to achieve this objective?

Timescale:

Review date:

OBJECTIVE 5

How does it link to any strategic or organisational priorities?

What will you do/deliver to achieve this objective?

Timescale:

Review date:

PART 4: PERSONAL DEVELOPMENT PLAN

A discussion about work/life balance, wellbeing, your long-term career goals and professional development opportunities.

What do I need to learn? (1)

What will I do to achieve this?

What will success look like? How will I demonstrate the change achieved through learning?

Who will organise?

Target date for review:

What do I need to learn? (2)

What will I do to achieve this?

What will success look like? How will I demonstrate the change achieved through learning?

Who will organise?

Target date for review:

What do I need to learn? (3)

What will I do to achieve this?

What will success look like? How will I demonstrate the change achieved through learning?

Who will organise?

Target date for review:

Wellbeing

This section is for you to capture/acknowledge your current wellbeing and any concerns.

Equality, Diversity and Inclusion (EDI)

To support Sussex's commitment to EDI, this space for the reviewee to reflect on how they demonstrate the University values, including EDI considerations, within their role on an individual, team and/or wider network level, and to discuss their own experiences, as is felt appropriate.

After the meeting

Reviewee:

- Finish completing the form based on what was discussed and agreed at your meeting.
- Send the form to the reviewer to confirm the agreed objectives and development plan.
- Complete the sign off on the next page.

Reviewer:

- Complete the 'Reviewer's Feedback' section of the form and sign off on the next page.
- Ensure that the reviewee receives a final copy.

Part 5: Reviewer's Feedback

Please summarise your feedback here as a reviewer (e.g. praise, thanks, emphasis on specific priorities for the coming year, your feedback and overall summary of the contribution made in this review period).

Part 6: Review and sign-off

In signing this document, both parties are confirming that they participated in a discussion that included a review of the past (including achievements and challenges), a preview of the future, future career and development goals, EDI, and wellbeing.

Reviewee

The reviewee is signing to acknowledge the outcomes of the meeting and that they have had the opportunity to express their views.

Signature:

Date:

Reviewer

The reviewer is signing to confirm that this document accurately reflects the outcome of the meeting with the reviewee.

Signature:

Date:

Discretionary Pay Review

If the reviewee would like this ADR to be shared for Discretionary Pay Review purposes, please sign below to give consent.

Signature:

Date:

(End of Document.)