

# Achievement and Development Review Form

## FOR PROFESSIONAL SERVICES STAFF

PLEASE ACCESS THE [ADR GUIDANCE](#) TO SUPPORT YOU IN COMPLETING THIS FORM

Reviewee name:		Faculty and School/ Division:	
Reviewer name:		Date of meeting:	

### 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:

- a review of the previous year's objectives and the outcomes (Part 1)
- your thoughts around objectives for the forthcoming year (Part 2)
- development or support needs that you may have (Part 3)
- reflections on issues relating to academic freedom and freedom of speech, wellbeing, and EDI (Part 4).

**Please feel free to add or delete rows in tables as necessary.**

### PART 1: REVIEW OF OBJECTIVES FROM THE PREVIOUS YEAR

Please use the table below to record your objectives from the previous review and report on your progress with these.

Previous objectives	Update on progress

**Please provide any further comments on your achievements over the past year. You might consider the following:**

- What are you proud of?
- What factors have contributed to you performing well in your role over the last 12 months?
- Are there any factors that hindered your performance?
- What feedback has there been from students/colleagues?
- What would you like to have done differently?
- What contribution do you feel you have made to the wider department/University?

**If relevant, please highlight any examples of situations or actions you have implemented in your role that support our institutional values: Collaboration, Courage, Inclusion, Integrity, and Kindness.**

**PART 2: OBJECTIVES FOR THE FORTHCOMING YEAR**

Please use the table below to record the objectives you would like to set for the forthcoming year, and for each one, discuss how and when you intend to achieve it.

[Please refer to the Guidance document for examples and how to create SMART objectives.](#)

Objective	How and when you intend to achieve this

### **PART 3: FUTURE PLANS AND DEVELOPMENT**

Please now consider the ways in which you would like to develop your skills, gain experiences, and build your career.

#### **CAREER**

First, please use the space below to record your broader career development aspirations and goals. You may find it helpful to think about this in the short, medium, and long term.

#### **SKILLS**

Next, please use the space below to record any specific skills that you would be interested in developing.

Please also reflect on any continuing professional development, training or support that's needed to help you in your role, taking into account any relevant professional, ethical, and regulatory standards.

See the [Leadership & Management Development pages](#) for suggestions of areas to focus on, if applicable.

## **PART 4: REFLECTION**

Please use the space below to reflect on the past year in relation to [academic freedom and freedom of speech](#), [wellbeing](#), and [equality, diversity, and inclusion](#). You may find it helpful to reflect on experiences relating to these issues, to list some concerns or questions in these areas, or to highlight specific actions you have taken to support work on these topics.

### **Academic Freedom & Freedom of speech**

### **Wellbeing**

### **Equality, Diversity, and Inclusion**

**Please use the space below to make any other comments or identify areas where you require support from your Faculty/School or Division.**

**PART 5: REVIEWER COMMENTS (Completed by the REVIEWER)**

**Mandatory Training**

To ensure we meet our legal commitments to keep staff, students and the University safe, all staff must complete their [mandatory training](#). Please ask your reviewee if they can confirm that all their mandatory training has been completed? The record of an individual's eLearning can be found on their LearnUpon dashboard by clicking the Training History button and then downloading.

**Has mandatory training been completed: YES      NO**

**If not, please agree a date by which mandatory training will be completed (at the latest within 3 months of ADR meeting):**

**Agreed date for completing mandatory training: \_\_\_\_\_**

**Overall Feedback**

Please summarise your feedback here as a reviewer. This may include praise or thanks in relation to specific contributions, and specific priorities for the coming year.

## **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 below.

### **REVIEWER:**

- Upon receipt of the form, confirm the agreed objectives and development plan
- Complete the 'Reviewer's Feedback' section of the form and sign off below
- Ensure that the reviewee receives a final copy.

## **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 plan of future objectives, future career and development goals, and reflections on issues relating to academic freedom and freedom of speech, wellbeing, and EDI.

The content of this form is confidential to the reviewee and their line manager (and in some cases, to their nominated reviewer). Please note that line managers are expected to consider information from the ADR when making or supporting Discretionary Pay Review applications.

### **Reviewee sign-off**

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 sign-off**

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

**Signature:**

**Date:**