# STAFF DEVELOPMENT AND PERFOMANCE REVIEW

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**For staff in grade 2**

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| **Reviewee name:** | **Job title:** |
| **Reviewer name:** | **Job title:** |
| **Date of review meeting:** |

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| **Looking back: How successful have you been in carrying out your duties and workload over the past year?** Think about particular successesand strengths, any goals set last year that were achieved and any difficulties faced or changes that were made. Consider how well standards have been met, including teamwork, communication, customer service etc.Agreed Overall Rating: Excellent/Good/Satisfactory/Needs Improvement *Circle the word which best reflects the standard achieved last year, as agreed in the review meeting.*Areas for recognition (things done well):Areas for improvement and action: |

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| **Looking forward: What’s going to be different in future? What do you need to learn or be able to do differently to do your job successfully?**Areas for action: (Think about training, alterations to job role, other opportunities for learning) |

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| **Development opportunities and further learning can be found by visiting the following university webpages:**Development programmes and courses for staff<https://www.bath.ac.uk/corporate-information/development-programmes-and-courses-for-staff/>People Management Curriculum[People Management Curriculum (bath.ac.uk)](https://www.bath.ac.uk/publications/people-management-curriculum/)Coaching service for staff<https://www.bath.ac.uk/guides/the-university-of-bath-coaching-service-for-staff/>Strengthscope<https://www.bath.ac.uk/corporate-information/strengthscope-profiling-tool/> |

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| **Let’s make a plan: What are your top three goals for the year ahead, how and when will they be achieved, and how will we know?**  |
| Goal | How and when will this be achieved?  | How will success be measured? |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

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| General comment(s) from the Reviewee (optional).  |

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| General comment(s) from reviewer (optional): |

**Date scheduled for Mid-Year Review Meeting:** …………………

###### Signed (Supervisor/Manager) ………………………… Date…………………………

###### Signed (Reviewee) ……………………………………… Date…………………………

Recording

**The completed Reviewer’s form should be uploaded to the Reviewee’s iTrent record using Manager Self Service.**

Instructions for this process can be found from:

<https://www.bath.ac.uk/publications/uploading-and-viewing-sdpr-forms-in-itrent/>

The file should be in PDF or MS Word format with a filename in the format: Surname\_First name\_SDPR\_date of meeting(DDMMYY)

e.g. Smith\_John\_SDPR\_281010

If the original was completely handwritten, a scanned version should be uploaded as a pdf document.

When the form has been uploaded, the Senior Reviewer (line manager’s manager) should be emailed to inform them that this has been done.

**By submitting you are confirming that Reviewer and Reviewee have seen this version of the form and agree that it accurately reflects the outcomes of the SDPR meeting, and that the Senior Reviewer has access to the completed form to provide scrutiny and oversight, and to note any training and development implications for the Department.**

* When this form has been completed, the Reviewee may keep a copy for themselves. If they later lose their copy, they can request another from their line manager who will retrieve it from iTrent.