

## **Staff Development and Performance Review: Checklist for Education and Research**

### **A quick aide mémoire for review conversations**

#### **Have we discussed:**

- 1) Key achievements against last year's objectives and development goals?
- 2) Things to celebrate, things to get help with?
- 3) How the wider context of Department/School/University will influence us?
- 4) Major objectives for the year ahead, under the broad headings of research, teaching and leadership/management (the three strands of the career progression framework)
- 5) How research integrity is assured in our work?
- 6) Longer term career plans and current situation?
- 7) Activities that will develop the reviewee in their role and along their career path?