This form is intended to help you and your reviewer prepare for the PDR meeting. You are invited to complete it in advance of the meeting and to send the completed version to your reviewer **at least five days before the meeting**, encouraging him or her to add any additional comments and to return the final version to you in advance of the meeting.

**Name of reviewee:** Click or tap here to enter text.

**Reviewee’s job title:** Click or tap here to enter text.

**Name of reviewer:** Click or tap here to enter text.

**Reviewer’s job title:** Click or tap here to enter text.

**Date of PDR meeting:** Click or tap here to enter text.

1. How well have you performed against the **core areas** of your job? You may wish to note specific examples (or to highlight any areas where you feel your work has diverged significantly from your job description). What have been your main achievements?

**Reviewee’s comments**

Click or tap here to enter text.

**Reviewer’s comments**

Click or tap here to enter text.

1. How do you feel you have performed against any specific objectives agreed last year? What factors impeded your progress and how could these be addressed in future? You may wish to note specific examples.

**Reviewee’s comments**

Click or tap here to enter text.

**Reviewer’s comments**

Click or tap here to enter text.

1. What specific objectives would you propose for the coming year, taking account of relevant departmental and divisional objectives?

**Reviewee’s comments**

Click or tap here to enter text.

**Reviewer’s comments**

Click or tap here to enter text.

1. What support would you like to achieve those objectives (including training and development)? What development would you like to undertake beyond the current role, including contributing to the broader work of the University?

**Reviewee’s comments**

Click or tap here to enter text.

**Reviewer’s comments**

Click or tap here to enter text.

1. If you wish to discuss this with your reviewer, what broader career aspirations do you have beyond your current department, how might the department support you in those aspirations?

**Reviewee’s comments**

Click or tap here to enter text.

**Reviewer’s comments**

Click or tap here to enter text.