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:**

**Reviewee’s job title:**

**Name of reviewer:**

**Reviewer’s job title:**

**Date of PDR meeting:**

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**

**Reviewer’s comments**

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**

**Reviewer’s comments**

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

**Reviewee’s comments**

**Reviewer’s comments**

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**

**Reviewer’s comments**

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**

**Reviewer’s comments**