This form is intended to capture what has been discussed and agreed with you and your reviewer in your PDR meeting. You are encouraged to complete it as soon as possible following your PDR and send it to your reviewer for agreement and comments.

**Name of reviewee:**

**Reviewee’s job title:**

**Name of reviewer:**

**Reviewer’s job title:**

**Date of PDR:**

**Date of last PDR:**

**Planned date for next PDR:**

1. **Core areas of the job (to be completed by Reviewee)**

*This should be a summary of the main activities since the last review. Use this section to record any actions in relation to the job description or grading of the post.*

1. **Progress against objectives for the previous year (to be completed by Reviewee)**

*Record details of any relevant objectives for the previous year and comment on the extent to which these were achieved. Include details of any obstacles to achievement and how these could be overcome, and record any agreed actions.*

1. **Agreed objectives for the coming year (to be completed by Reviewee)**

*Record details of objectives agreed for the forthcoming year, target dates for achieving those objectives and how to assess progress*

1. **Actions identified in relation to training, development and support needs at**

 **department, division and university level (to be completed by Reviewee)**

1. **Reviewer’s comments**
2. **Reviewer’s manager’s comments**

**Signature & date (reviewee):**

**Signature & date(reviewer):**

**Signature & date (reviewer’s manager):**

**Reviewer please send this form to your line manager who will review and then send a copy of this document to the HR Team (****msdhr@medsci.ox.ac.uk****), which will be placed on the reviewer’s Personnel file.**