Preparation checklist for Reviewees

Every member of staff needs to do some preparation for their PDR. We have created the following checklist:

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| **Action**  | **Completed** |
| Ensure you know who is going to conduct your PDR meeting, and when and where it is scheduled to take place.  |  |
| Ensure you have completed the necessary information prior to the meeting, returning this to the Reviewer in advance.  |  |
| Review your job description. Roles do change over time and therefore it is useful to consider if your job description is up-to-date, and how you feel you are doing in relation to this. The PDR meeting is not the place for job re-evaluation, but it may prompt a further discussion following the meeting to review any discrepancies.  |  |
| Review the previous 12 months and consider your key achievements over this time period. * What did you do?
* How did you do it?
* What did you learn from it?
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| Review the objectives from your previous PDR. Which have you met, and for those you have not met, what were the reasons for this.  |  |
| For academic members of staff, consider the metrics that were prepared for you prior to your PDR. It is essential that you make notes prior to your PDR if you feel there is any discrepancy, or reasons for particular results.  |  |
| It may be appropriate for you to collate some feedback from other individuals in relation to your performance, this will help inform your discussion and enable a more rounded view of your performance. Your reviewer may also do this.  |  |
| If your reviewer is your line manager, it will be appropriate to consider feedback you have for them (both positive and constructive if appropriate). Ask yourself the following questions to help you think through the feedback you want to give your manager:* What is working well? (Consider the team or organisational culture, your manager’s style, systems, procedures, etc.)
* Suggest and explore better ways of working together.
* What could your manager or colleagues do differently to help improve your performance? Use specific examples, if possible.
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| Most people have areas of development. It’s useful to show your own self-awareness in relation to areas you need to work on and improve. These can then be taken into consideration when you are planning your objectives for the coming year ahead.  |  |
| Give consideration prior to the PDR meeting about what rating you feel would be appropriate for yourself. More detail on the ratings can be found in the guidance notes.  |  |
| Gather the training and development you have completed and consider the benefit you have gained from this.* How have you developed over the last year? Look at your Personal Development Plan. How has it progressed? Have you been able to apply your training to your job?
* What additional skills or knowledge would you find useful in improving your performance?
* What skills or knowledge do you have that are not used in your present job but you would wish to use?
* Be prepared to propose ideas for how you can develop in your job. If you are looking for your career to develop in a particular direction, seek guidance or support.
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| Consider what you feel your priorities should be over the next 12 month period. This will be crucial to determine what your objectives will be. Your reviewer will help you to identify SMART objectives.* Specific – this relates to you; provides you with real clarity.
* Measurable – how will you know when it has been achieved? List the success indicators.
* Achievable – stretching but fair, within your capability.
* Relevant – appropriate to the situation and environment.
* Time-bound – what is the deadline for you achieving this?

You will be measured against these objectives in your next PDR. |  |
| Consider what development you feel you require over the next 12 month period, how this will benefit you, the team you work in and the organisation. This may depend on the objectives you have agreed. |  |
| Review the video material from both the Vice Chancellor Professor Robert Allison <https://www.youtube.com/watch?v=oiT_DFDYD_E&feature=youtu.be> and also other Loughborough University colleagues in relation to their own experiences of PDR. <https://www.youtube.com/watch?v=mfp9B6zQOgs&feature=youtu.be>  |  |