

Academic Performance and Development Review (PDR)

### Guidance

Please add free text comments to each box below. This may be in the form of bullet points but should include sufficient information to prompt conversation between SAL and reviewee. It is important to use the PDR process partly to reflect on how well you are meeting the criteria outlined within Exeter Academic, what opportunities would be most helpful to support your future development, and ensuring that you are focused on clear, achievable and agreed priorities. Y*ou can find lots of resources and guidance available on our dedicated* [***PDR SharePoint***](https://universityofexeteruk.sharepoint.com/sites/PDRResources/SitePages/Wellbeing-and-Workload.aspx)*.*

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| **Reviewee (s*taff member):*** |   |
| **Reviewer (line *manager):*** |   |
| **Date of review:** |   |
| **Date signed off:** |   |

Please confirm that the reviewee is up to date with Mandatory Training? Yes [ ]

If not please do not sign off the PDR until this has been completed.

Once you have completed your PDR please remember to log your completion on iTrent, details on how to do that can be [found here](https://www.exeter.ac.uk/v8media/universityofexeter/humanresources/ESS_PDR_Recording.pdf).

### Summary of Last Year’s Achievements

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| *Insert last year’s objectives here, commenting on progress to date:* |
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### Career Development Progress Since Last Year

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| *Consider your achievements, experiences, opportunities relevant to your job family. It may be helpful to map these against the Exeter Academic criteria (research, education, citizenship, leadership and management, business engagement and innovation). Please note, it is normal for some categories to take priority over others in a single year.* |
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### Wellbeing and Work demands

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| *It is recommended that the following topics be discussed here: Work Demands, Role, Support, Relationships, Physical Environment and Pay, benefits, rewards and recognition. Please refer to the guidance and resources found on the* [*PDR SharePoint*](https://universityofexeteruk.sharepoint.com/sites/PDRResources/SitePages/Wellbeing-and-Workload.aspx)*.* *Please ensure that you take this opportunity to check in on the suitability of an employee's home-working environment, tailored adjustment plan, and reasonable adjustments (if applicable). It is important to discuss any change in circumstances that may require adjustments to the current arrangements.* |
| Wellbeing:Workload: |

### Development, Opportunities and Experiences

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| * *Career Planning- where do you see yourself in the medium/long term?*
* *What development, opportunities or experiences do you require to help you get there?*
* *You may wish to use the promotions headings here: Research, Education, Citizenship, Leadership and Management, Business Engagement and Innovation.*
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### Next Year’s Objectives

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| * *What will you prioritise in the next 12 months in relation to your personal and career development?*
* *How will these align with the delivery of the University of Exeter’s Vision 2030 strategy and Exeter Academic promotion criteria (research, education, citizenship, leadership and management, business engagement and innovation).*
* *List your top priorities and please also include details on planned timeframes.*
* *Are there activities that could be stopped or paused?*
* *These should be set and finalised through the PDR process in a collaborative manner.*
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### Reviewee’s Final Comments

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| *Please use the box below to add any additional comments.*  |
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### Reviewer’s Comments

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| *Are there any commendations you wish to make regarding the reviewee’s achievements? Are there issues you would like to draw to the attention of the Head of Department?* |
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### Head of Department’s Comments

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| *This is a space for any comments from the Head of Department wish to add, this is not a mandatory for HoDs to fill in.*  |
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