

Human Resources

**PDR** Preparation Form

To help you prepare for your PDR discussion, you may wish to consider the following questions.

This is not a document that you have to complete ahead of a PDR discussion, but the questions identified below may help you to consider what you want to discuss and explore in your PDR meeting.

My Contribution

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| How do you feel you are performing in your role?Click here to enter text. |
| How well have the objectives from your previous review been achieved?Click here to enter text. |
| What has gone well over the previous 12 months?Click here to enter text. |
| Have there been any major changes to your job or circumstances? How have you responded to these changes?Click here to enter text. |
| What aspects of your job do you do best/interest you the most?Click here to enter text. |
| And which do you do least well/interest you the least?Click here to enter text. |
| Have you experienced any difficulties in your job?Click here to enter text. |
| What was/could have been done to overcome the difficulties? What did/could your manager have done?Click here to enter text. |
| What have you learnt from these difficulties?Click here to enter text. |
| What feedback have you received from others over the previous 12 months?Click here to enter text. |

**My development**

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| What training or development have you undertaken in your post?Click here to enter text. |
| What impact have these training and development activities had on both you and your job performance?Click here to enter text. |
| What other training needs can you identify to help you meet your action plans?Click here to enter text. |
| Are there any development opportunities which would assist your own future development?Click here to enter text. |

**Values and Professional Behaviours**

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| How have you demonstrated the University Values and Behaviours?Click here to enter text. |
| How well do you work with your manager and those around you?Click here to enter text. |
| Have there been any major changes to your job or circumstances? How have you responded to these changes?Click here to enter text. Click here to enter text. |

**My Future**

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| What changes do you anticipate in your job in the future?Click here to enter text. |
| What are your main priorities for the coming year?Click here to enter text. |
| Do you anticipate any problems in achieving these? What can be done to resolve them?Click here to enter text. |
| What are your career aspirations?Click here to enter text. |
| What is your current position in relation to your longer term career plan, if you have one?Click here to enter text. |
| What are the next feasible steps that you can take over the next 12 months?Click here to enter text. |
| What do you need to do to get there?Click here to enter text. |
| What experience, opportunities etc. do you need in order to develop further?Click here to enter text. |