**School of Psychology PDR Meeting – Research Staff**

**(with nominated reviewer)**

**You must complete and submit to your reviewer (along with a copy of your current CV)**

**10 days before the scheduled review.**

Name (Reviewee): ……..……………………………….. Date of meeting: ………………………………………..

Name (Reviewer): ……..………………………………..

**Review and Contribution. For each of the categories below:**

* Provide a summary of your main activities during the last 12 months.
* Evaluate your progress against previously agreed objectives.
* Evaluate your successes and what has gone well during the period. Also note if any factors hindered your progress during the year.
* Consider future strategies that will help meet your own objectives
* Outline the development activities you have undertaken during the last review period and the impact they have had on your performance.
* Also note any issues that may have arisen regarding your workload or working relationships that have had a negative effect on your ability to undertake your duties effectively.

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| **Career planning** [What are your career aspirations and what actions need to be taken to facilitate next steps?] |
| **Support and training** [What training opportunities are you considering to support career development; Have you visited the PERCAT training and development web site? Do you have specific goals for which mentoring would be helpful? Do you wish to gain experience in teaching/lecturing? Grant writing?] |
| **Progress with research project** [Summarise progress since the previous review and evaluate your successes and what has gone well during the period. Also note any issues that may have arisen regarding your workload or working relationships that have had a negative effect on your ability to undertake your duties effectively] |
| **Publications:** [Please list publications since last review and planned future outputs/papers. What is your publication strategy?] |
| **Impact activities, outreach and business engagement.** [How are you achieving impact through your work and how will you develop impact?] |
| **Leadership and supervisory and activities** [Are you gaining experience in leadership and supervisory roles e.g. Supervising/mentoring/advising junior colleagues or students; organization of seminar programmes?] |
| **Networking and International Activity** [Are you networking and collaborating with other disciplines or institutions? Are you involved in international networks? What are your plans for enhancing the international visibility of your work; Are you participating in conferences?] |
| **External, professional and other activities** [Are you undertaking professional activities such as journal reviewing, society committee membership, conference organisation etc.] |
| **Major constraints – e.g. facilities, collaborators** |
| **Any other issues you wish to discuss** [adiscussion of personal issues can take place during this section of the PDR, but need not be written down for confidentiality] |

**Proposed objectives:**

* What do you hope to achieve in the next 12 months and in the longer term? (Please consider what support you may need to achieve those aims, what resources you may need and how you will measure your progress towards achieving your objectives.
* Note what learning and development you wish to undertake to support your personal development needs and your longer term development.

**Immediate activity**

**Medium-longer term aspirations**

**OUTCOMES OF MEETING**

**Please note agreed objectives in bold/underline**

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| **Post-review notes from PDR reviewer**  **Points for action**  e.g. Requests for mentor / Feedback to Principal Investigator |

Signed Reviewee: Date:

Signed Reviewer: Date:

**Please forward a copy of the completed form to the Head of School PA. The PDR reviewer and reviewee should also retain copies.**