

PERSONAL DEVELOPMENT REVIEW



Reviewee Name:
 Current Grade:
 School/Directorate:
 Reviewer Name:

This form should be used to inform your Priorities and Development Goals for the review period. These should be aligned to your School/Directorate Priorities and Queen's overall strategic Priorities.

Section 1 - Priorities

PRIORITIES	REVIEWEE ACHIEVEMENT	REVIEWER COMMENTS	
	Max. 250 Words	Max. 250 Words	
	<p>This section is about looking back and reflecting, reviewing your contribution over the academic year.</p> <p>These are the priorities agreed in your last annual PDR, which you should copy over from section 4 of your previous years form.</p> <p>If you are an academic, your priorities should fall under the categories of Research/Scholarship, Teaching and Learning, and Citizenship – with at least one of your five key priorities in each category.</p> <p>If this is the first time using the PDR form, you should copy and paste your agreed priorities from your last appraisal form.</p>		
			Words
			Words
			Words
	Max. 250 Words	Max. 250 Words	

Section 2 – Development Goals

DEVELOPMENT GOALS	REVIEWEE ACHIEVEMENT	REVIEWER COMMENTS

This section is about looking back and reflecting, reviewing your development over the academic year.

These are the development goals agreed in your last annual PDR, which you should copy over from section 4 of your previous years form.

If this is the first time using the PDR form, you should copy and paste your agreed development goals/areas for development from your last appraisal form.

Section 3 – End of Review Period Summary

END OF REVIEW PERIOD SUMMARY	
Reviewee	A summary to include progress over the past review period including successes and challenges, any feedback received during the year, including examples of where you have demonstrated the Core Values, ICARE. (250 words max)
Reviewer	A summary to include progress over the past review period including successes and challenges, any feedback received during the year, including examples of where you have demonstrated the Core Values, ICARE. (250 words max)

This section is about looking forward to the year ahead.

The Reviewee will list the Priorities and Development Goals they feel are appropriate.

Depending on the review meeting, different Priorities and Development Goals may have been identified. If so, the Reviewer should complete their section with the final, agreed Priorities and Development Goals.

Section 4 – Priorities and Development Goals for New Review Period

AREAS OF FOCUS FOR THE NEXT REVIEW PERIOD		
	PRIORITIES	DEVELOPMENT GOALS
Reviewee	List the Priorities (max 5) for the next review period.	List the Development Goals (max 4) for the next review period.
Reviewer	List the Priorities (max 5) agreed for the next review period.	List the Development Goals (max 4) agreed for the next review period.