RESEARCH AND PROFESSIONAL SERVICES PERSONAL DEVELOPMENT REVIEW

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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

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| --- | --- | --- |
| **PRIORITIES** | **REVIEWEE ACHIEVEMENT** | **REVIEWER COMMENTS** |
|  | Max. 250 Words | Max. 250 Words |
|  | Max. 250 Words | Max. 250 Words |
|  | Max. 250 Words | Max. 250 Words |
|  | Max. 250 Words | Max. 250 Words |
|  | Max. 250 Words | Max. 250 Words |

Section 2 – Development Goals

|  |  |  |
| --- | --- | --- |
| **DEVELOPMENT GOALS** | **REVIEWEE ACHIEVEMENT** | **REVIEWER COMMENTS** |
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| 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) |
| Section 4 – Priorities and Development Goals for New Review Period |
| **AREAS OF FOCUS FOR 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. |