

# Performance Review and Development

## Guide to completing the PRD process as a Reviewee

### Preparing for the PRD Process

#### 1. Preparing for the PRD Process ... Have you?

- Read the PRD Policy Guidelines
- Consulted the relevant Planning and Preparation Sheet for Academic, Professional / Support or Research Staff
- Completed the PRD CoreTalent training
- Completed the PRD Reviewee Training
- Reviewed the Strategic Priorities Form for your Faculty / School / Department / Unit for the next 12 months

#### 2. Preparing for your Reviewee Meeting ... you will need to

- Agree a mutually convenient date, time and venue for the review meeting
- Complete and submit the Self-Assessment Form (Stage 1 of PRD) to your Reviewer at least 2 weeks prior to the review meeting
- Reflect on progress against objectives for the previous year, achievements and challenges
- Provide some preliminary thoughts regarding your objectives for the next review period
- Engage with your Reviewer in a meaningful way to maximise the value and benefits of the PRD Process

#### 3. The Review Meeting ... you will need to

- Take notes to ensure the agreed actions and outcomes can be correctly captured on CoreTalent after the meeting

#### 4. After the Review Meeting ... you will need to

- Initiate and submit Stages 2, 3 and 4 of the PRD form to the Reviewer for approval via CoreTalent

### Approach to the Review Discussion

#### 1. Review of Achievements and Challenges from Previous Year

- Discuss and explore progress against objectives, successes / achievements and any challenges or constraints that impacted on the achievement of objectives
- Be prepared to receive constructive feedback on your performance and development
- Be open, honest and constructive during the meeting
- Enquire and listen actively throughout

#### 2. Agree Performance Objectives for Next 12 Months

- Agree objectives as they relate to the Academic, Support/ Professional and Research Staff on the PRD Form
- Contribute to the development of objectives as they relate to Academic, Support/Professional and Research staff on the PRD form
- Consider 'What' they are and 'How' they will be achieved
- With your Reviewer ensure alignment to University / Faculty / Department strategy
- Ensure your objectives are SMART (Specific, Measureable, Achievable, Realistic, Timely)

#### 3. Agree Development Objectives for Next 12 Months

- Discuss your career aspirations
- Explore what learning and development will be required to support the delivery of objectives and progress against career aspirations
- Seek direction, guidance and support from the Reviewer

#### 4. Overall Performance and Development

- Consider the agreed objectives and overall summary of your performance and development by the Reviewer