

Performance Review and Development

Guide to completing the PRD process as a Reviewer

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 Reviewer Training
- Attended planning meeting with Dean / Head of Dept to prepare for the Review Cycle

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

- Contact the Reviewee to schedule a mutually convenient date, time and venue for the review meeting
- Ensure Strategic Priorities Form has been shared with the Reviewee
- Ask the Reviewee to submit the Self- Assessment Form (Stage 1 of PRD) at least 2 weeks prior to the review meeting
- Consider the Reviewee's reflections and your approach to the meeting

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

- Ensure environment is conducive to a productive meeting
- Acknowledge and provide constructive feedback on the performance and development of the Reviewee
- 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

- Consider and approve Stages 2, 3 and 4 of the PRD form via CoreTalent
- Support the Reviewee as required with their ongoing performance and development
- Attend department meeting with Dean /Head of Dept for a debriefing of the review cycle to inform the next review cycle

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
- Enquire and listen actively
- Acknowledge contributions and strengths
- Provide constructive feedback and identify areas for improvement

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
- Agree 'What' they are and 'How' they will be achieved
- Ensure alignment to University / Faculty / Department strategy and Strategic Priorities Form
- Ensure Objectives are SMART (Specific, Measurable, Achievable, Realistic, Timely)

3. Agree Development Objectives for Next 12 Months

- Discuss the Reviewee's career aspirations
- Explore what learning and development will be required to support the delivery of objectives and progress against career aspirations
- Provide direction, guidance and support to the Reviewee

4. Overall Performance and Development

- Reconfirm the agreed objectives and overall summary of the performance and development of the reviewee to be reflected in Stages 2, 3 and 4 of the PRD form on CoreTalent

