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