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