



Performance Development Review

You can type in your response in the boxes provided

Name

Job title

Manager

Year covered

Date of meeting

To help you and your manager get the most from your PDR discussion, please take time to prepare, reflecting on the year just completed and thinking ahead for the next year. You should send your completed PDR preparation form to your manager at least one week before the meeting.

Other documents you may find useful include:

- Your last PDR document and notes from 121 meetings
- Your job description
- The council's values and behaviours
- Service plan

Section A: PDR preparation form (TO BE COMPLETED BY EMPLOYEE)

What did I do last year and how well did I do it?

What difference did it make?

Things to consider:

- My key achievements and progress over last 12 months e.g. delivery of service objectives, required job development, ways of working, personal development (referenced back to 'what do I need to achieve this year' set 12 months ago, as appropriate);
- What has gone well? What have I learned?
- What was particular challenging? What have I learned?
- Evidence of what difference my actions made; how I have demonstrated the council's values and behaviours
- What do I need to do to improve my performance and what support, if any, do I need.
- How do I see my job or career progressing?

What do I need to do this year and how do I need to do it?

Things to consider:

- What should my priorities be for the next 12 months?
- What job development / personal development would help me achieve these?
- How will I be able to evidence my actions; how will they demonstrate the council's values and behaviours?
- What support might I need?

Section B: PDR record form – looking back (TO BE COMPLETED BY MANAGER)

What did the employee do last year and how well did they do it?

Employee and manager to discuss end of year summary of performance, including:

- Key achievements and progress over last 12 months e.g. delivery of service objectives, required job development, ways of working, personal development, demonstration of the council's values and behaviours (referenced back to objectives set 12 months ago, as appropriate). If objectives have not been achieved, state which ones and why;
- Progress over the last year - this should have been discussed and recorded in 121 meetings over the course of the year.
- Evidence on what difference actions made;
- Any particular challenges e.g. resources;
- What does the employee need to do to improve their performance; what support, if any, do they need?

The manager should complete this section of the form after the PDR meeting and then send to the employee for comment before it is signed off.

Performance Rating (please tick)

Please refer to the PDR guidelines for guidance on rating performance

Exceptional Performance

Exceeding Expectations

Meeting Expectations

Opportunity for Improvement

Immediate Improvement Required

Section C: PDR record form – looking forward (TO BE COMPLETED BY MANAGER)

What does the employee need to achieve this year and how do they need to do it?

- What does the employee need to do (4-6 objectives - prioritised)
- When do they need to do them by
- How will they know they've achieved these
- Objectives to be achieved over the next year should relate to the council's values and behaviours:
Here to help
We work together to support each other
We aim high to make a difference

Performance objective
the desired outcome

Actions
describe both what
has to be done and how

By when

Section C: PDR record form – looking forward (TO BE COMPLETED BY MANAGER)

Personal Development Plan

- What are the employee's development needs?
- What are their Continuous Professional Development (CPD) requirements?
- How can these be addressed?

Development needs identified

Target date

Career Aspirations (optional)

- What could be learnt in the employee's current role that could contribute to their aspirations?
- Would shadowing in another service or taking a secondment help?
- How could the development activities benefit the service/council in the long-term?

Role aspired for (if applicable)

Director, Head of Service,
Manager, Senior Practitioner,
Qualified Practitioner,
Team Leader/Supervisor

Preparatory steps

Proposed solutions

Comments and approval

Employee

Signature

Date

Manager

Signature

Date

Head of service

Signature

Date

**This document should be signed electronically and emailed to HR when completed.
This form can be accessed by the employee, manager, Heads of Service and HR.**