

## **Staff Review and Development**

**Review date:**

**Name :** (member of support staff)

### **Draft Agenda**

The following is a draft agenda. Please let me know of any other agenda items you would like to add, either before the above date or at the start of the review.

- General discussion re: achievements and progress since started
- Targets for next 12 months
- Training/Development required to help meet targets
- Views on your future development and career aspirations
- General discussion re: how we can improve the way we work in (institution)

### **Preparing for your Review**

It would be helpful if you could consider the following questions prior to the review.

- 1 What have been your main achievements since your last review?
- 2 Which skills have you developed in that period?
- 3 What areas of difficulty have you found, if any?
- 4 What aspects of your role do you wish to improve/develop?
- 5 Are there any skills you have that you feel are not being fully utilised and you would be interested in developing?
- 6 What do you feel should be your key targets for the next 12 months?
- 7 What training and development do you feel you need to support you?
- 8 For the future, what career developments or personal aspirations do you wish to be considered?



**Strictly Confidential**

4. Record any action points agreed during the review

Part 3

**Appraiser's comments**

Signed: .....Dated: .....

Part 4

**Appraisee's comments**

Signed: .....Dated: .....

Part 5

**Seen by the Head of Department:**

Signed: .....Dated: .....



**UNIVERSITY OF  
CAMBRIDGE**

(Institution)

Individual Training Log

Name:

Date:

<b>Date</b>	<b>Duration</b>	<b>Training/Development undertaken</b>