***Insert company logo***

**Personal Development Review Form**

The purpose of the PDR is to provide an annual opportunity for reflection and feedback on the previous year and also to set goals for the forthcoming year.

This form is a tool to help you review staff performance and discuss development opportunities and goals.

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| **Information about the reviewee:** |
| Name: |  |
| Job Title: |  |
| Date of this review: |  |
| Date of previous review: |  |

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| **Information about the reviewer:** |
| Name: |  |
| Job Title: |  |

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| **SECTION A: SUMMARY OF OVERALL PERFORMANCE AND ACHIEVEMENTS OVER THE LAST YEAR****(To be completed by the reviewee prior to the review discussion)** |
| ***Example:*** *A success for me this year has been the creation and roll out of refresher training. This was something that I created from scratch and delivered to all my team over 10 sessions. The feedback I received was excellent and the delegates found it very useful. It has helped improve the level of knowledge across the organisation and bought more consistency throughout our team.*  |

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| **SECTION B: REVIEW OF KEY GOALS FROM THE PAST YEAR****(To be completed by the reviewee prior to the review discussion)** |
| **Goal** | **Met/Partially Met/Not Met** | **Evidence** | **Which attribute does this link to?** |
| ***Example:****Produce a monthly newsletter* | *Met* | *I have produced monthly newsletters that has received very positive feedback from staff who find the newsletters easy to read and informative.* |  |
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| **SECTION C: INDIVIDUAL GOALS FOR THE NEXT 12 MONTHS** |
| **Goal** | **Expected Outcome** | **Support Required** | **By When** | **Which attribute does this link to?** |
| ***Example:*** *Lead on the development of a new training module across the organisation* | *All staff will be using the new module to view and book training courses* | *Systems project team**Senior management* | *29/01/2016* |  |
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**Considering the above goals, is there any development required in order for you to achieve these? Please complete Section D with any development opportunities you wish to be considered for.**

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| **SECTION D: PERSONAL DEVELOPMENT PLAN** |
| **Activity** | **Completed By** | **Cost** | **Staff Time** | **Why?**  | **Attributes**Will this help you achieve an attribute(s)? |
| ***Example:*** *Handling difficult conversations* | *27/11/2015* | *Nil* | *3.5hrs* | *Recently appointed to Team Leader* |  |
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| **SECTION E: UPWARD FEEDBACK** |
| **How can your reviewer work more effectively with you? What additional support and/or guidance do you need from your reviewer? Are there any ways your working relationship can be improved?** |
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| **SECTION D: APPRAISAL APPROVAL** |
| Date:  |  |
| Signature of Reviewer: |  |
| Signature of Reviewee: |  |