# Performance and Development Record (PDR)

**To be completed by the reviewer after the annual PDR meeting.**

**Both the reviewer and the reviewee need to sign this form.**

|  |  |
| --- | --- |
| Details | Response |
| Reviewee / employee name |  |
| Department/Section |  |
| Job title |  |
| Reviewer / Line manager |  |
| Meeting date |  |

## Review of achievements and contribution in the previous 12 months

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| This section should be used by the reviewer to capture achievements and contribution in the last 12 months. It should include details of what has gone well, any challenges faced and any professional development undertaken. |
| Provide a summary of the reviewee’s achievements and contribution in the last 12 months. |

## Plans for the next 12 months

This section should include objectives for the coming year; where possible these should be SMART (Specific, Measurable, Achievable, Relevant, Time limited). These objectives should be revisited regularly as part of the routine one-to-ones.

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| **Department / Section priority** | **Objective**  (What is to be achieved and how) | **Success criteria**  (what will show the objective has been met) | **Support required**  (What development is required to complete the objective) | **Target date** |
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| Additional information (both the reviewer and the reviewee may use this section to provide any additional commentary) |
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| --- | --- | --- |
| Signature | Response | Date |
| Reviewer signature |  |  |
| Reviewee signature |  |  |