

**Review and Development Form (Postdoctoral Researcher)**

**Department of Engineering**

**Purpose of the Scheme**

The aims of the Staff Review and Development scheme are to:

* facilitate career development, involving discussing ways in which any difficulties and obstacles to progress could be addressed and removed;
* Provide an opportunity for regular and structured discussion with your supervisor about career development, including readiness for promotion, after probation is completed.

**How the Scheme Works**

**Preparation:**

1. The reviewer should contact the reviewee to agree a date and time for the review meeting.
2. A curriculum vitae and bulleted list of topics is sent by the employee to their reviewer at least a week in advance of the meeting.
3. The reviewer considers the employee’s list of topics and provides a list of any additional points approximately a week in advance of the meeting.

Further information on preparing for the review can be found at <https://www.hr.admin.cam.ac.uk/staff-review-and-development>

**The Review Meeting:**

Discussion will include a review of progress over the review period covering the key duties of the role, successes and challenges, and plans for the future, focussing on career plans and any training/development needs. Could also include thoughts around plans for upcoming funding applications and any support that might be helpful.

* *During the meeting any actions should be agreed, to be recorded after the meeting.*
* *The discussion at the review meeting is confidential to the reviewer and reviewee.*

**Recording the Outcome:**

Relevant parts of this form should be completed by the employee being reviewed and passed to the reviewer for their comments. The completed form and the CV should be sent to the HR Office (Research Staff and Visitors), who will sign the form and return copies to the reviewer and reviewee.

The contents of the Summary of Discussion and Comments sections are confidential.

The Individual Training Log and General Issues section is not confidential. This allows the Head of Department and other senior staff to identify future departmental training needs, to monitor effectiveness of training undertaken and to address other generic issues.

Reviewee’s Name: Job Title:

Name of Reviewer: Date of Review Meeting:

Period Appraisal Covers:

**Part 1: Reviewee Self-reflection**

**This part should be completed and sent to your reviewer in advance of your meeting.**

Take time to reflect on the last 12 months and consider your overall progress. Think about what you have learnt and how you have developed both personally and professionally.

**Reflecting back**

* What objectives did you set at your last review and to what extent do you feel that you have met these?
* What do you consider your most significant achievements or contributions of the past year?
* What have you found most challenging this year? What have you learnt from this year and what would you do differently next time?
* Describe any professional development activities that have been helpful during the last year and skills you have developed.
* Describe how you have embedded the values of the organisation in your daily work and interactions with others.

***Reflecting back***

**Looking Forward**

* What are your long-term career aspirations? How can we support you in achieving your ambitions through your objectives or personal development plan?
* What personal objectives would you like to propose for the next year?
* What learning or development opportunities might help you to achieve your objectives? Consider training, mentoring, networks, as well as new projects or initiatives that you would like to be involved in, and people who you would like to meet.
* Is there one thing the Department/your manager could do differently to enable you to be more effective in your role? This is an opportunity to give feedback to help facilitate this.
* What inspires you to do your best work and how can you be supported in this?

***Looking forward***

**Part 2: Reviewer’s comments**

**The reviewer should complete this part in advance of the meeting so that it can be presented and discussed during the meeting.**

**Reflecting back**

This section allows feedback to the reviewee for the work and progress they have made over the last year. Please make your own comments on the questions below and respond to your reviewee’s reflections (see PART 1 above), in particular:

* The extent to which the objectives set for the year have been met;
* How the reviewee has added value to the Department;
* Any particular challenges or obstacles faced and the extent to which they were overcome.

**Looking forward**

* The reviewee’s proposed objectives for the year ahead and the extent to which they align with those of the Department? Would you suggest any amendments or additions?
* Ensure the reviewee is clear on the expectations for their role and objectives set
* The career aspirations and learning and development opportunities outlined by the reviewee. How can you support them? Are they realistic and achievable? Are their additional opportunities that could be offered, for example, training, mentoring, networks or initiatives or people that you could introduce them too?
* Think about the strengths of the reviewee and make sure that any objectives and projects help to ensure that they can showcase these skills and do their best work.

***Reflecting back***

***Looking forward***

**Part 3: Objectives for the next year**

Discuss and agree specific objectives for the following year.

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| --- | --- | --- | --- | --- |
| **Specific**  Work or development objective | **Measurable**  Indicators to measure success | **Achievable**  Further training or support required | **Relevant**  How it will support team or institutional objectives | **Timely**  Date by which you wish to achieve it by |
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|  |  |  |  |  |

**Additional Comments (Employee/Reviewer)**

I agree this is a true and accurate record of the meeting

Signature of Reviewee: Date:

Signature of Reviewer: Date:

1. **Review of Key Performance Metrics**

**Continuing the conversation**

Once the form has been completed and signed off, the reviewer should send a copy to the HR Office (Research and Visitors) [hr-research@eng.cam.ac.uk](mailto:hr-research@eng.cam.ac.uk), so it can be recorded. The reviewer should then schedule regular meetings for the year ahead (termly as a minimum) to review and revisit the status of the objectives set and progress made against these.