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**Staff Review and Development Record – Assistant/Academic Related Staff**

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| Part 1 |
| Name:  | Job title and grade:  |
| Period covered by review:  | Date of this review:  |
| Part 2 |
| **Summary of Discussion**  1. Record the achievements related to the key tasks/targets of the job over the review period.  2. Record the objectives to be met by the next review date.  3. Record any views on future development and career aspirations.  |

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| 4. Record any action points agreed during the review. |

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| Part 3 |
| **Appraiser's comments**Signed: .................................Dated: ......................... |
| Part 4 |
| **Appraisee's comments**    Signed: .................................Dated: ......................... |
| Part 5 |
| **Seen by the Head of Department:**    Signed: .................................Dated: ......................... |