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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: ......................... | | | |