## Department of Chemistry

##### Staff Review and Development Scheme – Assistant/Academic related Staff

**Name :** (Member of Support Staff) **Review date:**

**Draft Agenda**

The following is a draft agenda. Please let me know of any other agenda items you

would like to add, either before the above date or at the start of the review.

* General discussion re: achievements and progress since started
* Targets for next 12 months
* Training/Development required to help meet targets
* Views on your future development and career aspirations
* General discussion re: how we can improve the way we work in (institution)

**Preparing for your Review**

It would be helpful if you could consider the following questions prior to the review.

1 What have been your main achievements since your last review?

2 Which skills have you developed in that period?

3 What areas of difficulty have you found, if any?

4 What aspects of your role do you wish to improve/develop?

5 Are there any skills you have that you feel are not being fully utilised and you

would be interested in developing?

6 What do you feel should be your key targets for the next 12 months?

7 What training and development do you feel you need to support you?

8 For the future, what career developments or personal aspirations do you wish to

be considered?