#  3. PD25 Staff Review and Development Record

# - Strictly Confidential

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| **Full name of the reviewee:**  |  |
| **Full name of the reviewer:**  |  |
| **Date of this review:**  |  |
| **Period covered by review:** |  |
| Section A: Summary of Discussion |
| 1. Record achievements and progress made over the review period in relation to the key tasks/targets of the role |
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| 2. Record objectives to be met by the next review date. Record development and training needs required to support the objectives on the attached Personal Development Plan (Form PD26) |
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| 3. Record views on future development and career aspirations |
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| 4. Record views on improvements that could be made to current working methods |
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| 5. Record views on changes that could be made to the work environment and/or working in the Department |
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| 6. Record views on the impact, if any, of the supervisor/line manager’s behaviour on progress and performance |
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| **Section B. Action points agreed during the review** |
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| **Section C: Signed Agreement**  |
| Reviewer's comments |
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| Signed:  | Dated: |
| Reviewee's comments |
|  |
| Signed:  | Dated: |
| **Head of Department’s comments** |
|  |
| Signed:  | Dated: |
| **Received by the Welfare, Training and Development Adviser:** |
| Signed:  | Dated: |