# 3. PD25 Staff Review and Development Record

# - Strictly Confidential

|  |  |
| --- | --- |
| **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 | |
|  | |
| 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) | |
|  | |
| 3. Record views on future development and career aspirations | |
|  | |
| 4. Record views on improvements that could be made to current working methods | |
|  | |
| 5. Record views on changes that could be made to the work environment and/or working in the Department | |
|  | |
| 6. Record views on the impact, if any, of the supervisor/line manager’s behaviour has had on progress and performance | |
|  | |
| **Section B. Action points agreed during the review** | |
|  | |

|  |  |
| --- | --- |
| **Section C: Signed Agreement** | |
| Reviewer's comments | |
|  | |
| Signed: | Dated: |
| Reviewee's comments | |
|  | |
| Signed: | Dated: |
| **Head of Department’s comments** | |
|  | |
| Signed: | Dated: |
| **Received by the Welfare, Training and Development Advisor:** | |
| Signed: | Dated: |