



UMT

Performance Management Meeting

The university wants to hear about your experiences in your role; this form provides a framework for a review of the past year. The information you provide will be used to set new targets for the next academic year.

The reviewee completes Parts A, B, D, E.

The reviewer completes Part C.

Important

Please complete Parts A and B of the form and return to the person carrying out your review before your scheduled face-to-face meeting.

Part A: Your Details

Name	<input type="text"/>	Staff No.	<input type="text"/>
Job Title	<input type="text"/>		
School	<input type="text"/>		

Date of review meeting	<input type="text"/>
Date for next review meeting	<input type="text"/>



Part B: Organisational Responsibilities

1. Vision, mission and strategy

- a. Do you feel the University has provided you with enough information to fully understand its vision, plans and strategy – and your role in implementing them?
- b. Briefly explain what you have done to implement the University's vision, plans and strategy in your area of responsibility. For example in your area what specific goals have you set to achieve these? Give examples.

Response (200 – 500 words)



2. Achievements and/or results

Based on targets/objectives agreed at last year's performance review meeting, please outline the progress you have made in each. Provide concrete examples to illustrate each point.

Response (200 – 500 words)

A large, empty rectangular box with a thin blue border, intended for the user to provide their response to the question above.



3. People management

Are you satisfied that your team functions well – with you as its leader? Give concrete examples of how the team works. Do all members of the team fully understand the University’s vision, mission and strategy? What steps have you taken to ensure all members understand the need to work together as a team using their various skills and roles? How do you ensure the team is aware of and implements decisions of UMT?

Response (200 – 500 words)



4. Overall management

How do you ensure that you have sufficient knowledge of the University's priorities? What steps have you taken to ensure that these priorities are reflected in the services within your sphere of influence?

For example, how have you responded to any unexpected or particularly difficult situations in achieving the University's policies, vision and strategy? Give specific examples.

Response (200 – 500 words)



5. Fiscal management

Are you satisfied with your knowledge of the financial situation in the University – and in your area of budgetary responsibility? What systems have you put in place to ensure accurate and informed budgetary decision-making? For example, do you have contingency plans in place for any budget cuts? Give specific examples. Do you discuss and agree budgets with the senior team in your area?

Response (200 – 500 words)



6. Internal and External Relations

Are you satisfied that you maintain effective relationships with the Údarás and senior staff? What system have you put in place for communicating with the Údarás and senior staff? How do you manage effective relationships and communicate effectively with a) senior staff and b) external stakeholders / organisations connected with the University? Give specific examples.

Response (200 – 500 words)



7. Training and Development Supports

Please identify any specific support or areas for development you would feel would assist you in achieving your objectives or pursuing your development goals in the year ahead.



At the end of the face-to-face meeting, the reviewer will complete Part C and hand it back to you to complete Parts D and E. You will then be asked for your final agreement and signature.

Part C: Overall Assessment

Name Staff No.
Job Title
Unit

Significantly misses expectations 1	Does not meet expectations 2	Meets expectations 3	Exceeds expectations 4	Significantly exceeds expectations 5
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Rating

Reason for rating (please give details)



Part D: Agreed targets/objectives for the next 12 months

Part E: Agreed development plan for the next 12 months



Signatures:

Reviewee (print name):

Reviewer (print name):

Reviewee signature:

Reviewer signature:

Performance Rating Definitions

- 1 Significantly misses expectations: Persistently not achieving satisfactory performance or where work quality and/or quantity is significantly below expectations.
- 2 Does not meet expectations: Does not meet agreed work objectives or standards. Support interventions needed to improve performance
- 3 Meets expectations: Meets agreed objectives and work standards in both quantity and quality.
- 4 Exceeds expectations: Exceeds expected level of contribution in quality and quantity / delivers high quality work.
- 5 Significantly exceeds expectations: Consistently delivers an exceptional standard of work / significantly contributes to the delivery of the operational plan / significantly exceeds objectives in quantity and quality.