



Support Service Performance Management Meeting

(covering the following staff categories: Administrative Grades 4 – 5,
and Library Grades incl. Asst. Librarian, Senior Technician)

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"/>		
Unit	<input type="text"/>		

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



Part B: Organisational Responsibilities

1. Main Work/Projects

Briefly explain the main areas of work you have been involved in over the past year, and give examples of any specific projects



2. Achievements and/or results

Briefly outline the progress and achievements you have made in your main areas of work over the last year.

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.



3. People Management

If you manage a team, are you satisfied that the team functions well under your management?

For example, have you discussed development plans with each member of the team? What steps have you taken to support the team in carrying out their duties and achieving their objectives? Give some specific examples of how the team operated over the past year.



4. Budgetary Management

Are you satisfied with your knowledge of the financial situation in the University and in your area of budgetary responsibility? Explain how you discuss and agree budgets with members of your team. For example, what system have you put in place to ensure accurate and informed decision-making? How do you deal with reduced resources and how do you manage any budget cuts. Give specific examples.



5. Training and Development Supports

What help or support do you think you will need from the University in achieving your objectives and/or pursuing your development goals for the coming year or in becoming involved in new projects? (It may help to refer to Learning and Development eBook).



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

Blank area for recording agreed targets/objectives for the next 12 months.

Part E: Agreed development plan for the next 12 months

Blank area for recording 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.



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