



# Support Service Performance Management Development Meeting

(covering the following staff categories: Administrative Grades 1 – 3,  
and Library Grades incl. Snr. Library Asst, Library Assistant, 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 period.

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

The reviewer completes Part C.

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. Briefly list up-skilling activities undertaken in the last year and how constructive you found them in supporting your workload.**



**4. Training and Development Supports**

Please identify any specific up-skilling activities or further development you would feel would assist you in achieving your objectives or areas of your work that you would like to develop or new areas connected with your work which you would like to become involved. (It may help to refer to the Learning and Development eBook to identify specific up-skilling activities).



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.