

Discussing citizenship in PDRs

A guide for managers

What are “citizenship” activities?

Citizenship activities are activities undertaken by a member of staff that don't relate directly to their role, but benefit the wider department/team.



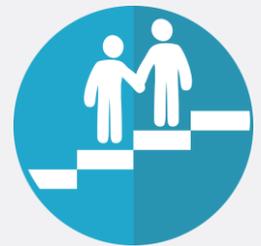
Outreach: volunteering at outreach events.

Mentoring: being a mentor for another member of staff and offering career support.

Committee/working group membership: regularly attending SAT/committee/working group meetings.

Taking additional roles: becoming an induction “buddy”, a Bullying and Harassment Advisor, etc.

Other activities: writing for the departmental blog, participating in public engagement events, etc.



Why is citizenship being included in PDRs?



The department relies on the participation of its staff in these activities to function, so staff who take part should receive the recognition they deserve.



Recognising citizenship activities helps staff feel valued and appreciated



By recognising citizenship in PDRs, we will embed the importance of these activities within the departmental culture



By recognising citizenship activities within PDRs, we can demonstrate that participation is beneficial for the individual as well.

How to discuss citizenship in PDRs

As with other sections of the PDR, discussion should be led by the reviewee. Here are some questions that can prompt good conversation:

- ✓ “How much time do you feel you spend on activities that aren’t directly related to your job description?”
- ✓ “What departmental activities have you been involved in this year?”
- ✓ “What committees do you serve on? If none, which would you be most interested in joining?”
- ✓ “Tell me about any outreach events you attended this year.”

Things to remember

For reviewees who regularly participate in citizenship activities, this section should be focused on praising and recognising those efforts.



It is important to remember that because participation takes time away from regular duties, it is important to consider citizenship when reviewing performance.



For reviewees who haven’t participated in citizenship activities, this section can be used to discuss reasons why and encourage them to get involved.

