

**Personal Development Review**

**Guidelines**

The Nuffield Department of Surgical Sciences operates a ‘Personal Development and Review Scheme’ (PDR) for support and academic-related staff which applies to all staff on fixed-term, permanent or open-ended contracts, once they have successfully completed their probationary period.

The Personal Development Review (PDR) is an opportunity to meet with your line manager to **confidentially** review your achievements and performance; identify objectives and detail any training needs for the forthcoming year.

Our PDR comprises three parts, and the process is as follows:

**• Section A:** is to be completed by the member of staff this PDR relates to. Please complete this as fully as possible in order to gain the most benefit from the process. This should be sent to your line manager (or the person conducting the personal development review with you) **at least one week prior to your PDR meeting**. Wherever possible, complete electronically and email to your line manager. If this is not possible, a paper version is acceptable.

**• Section B:** question 1 will be prepared and completed by the reviewer prior to your PDR. As part of the preparation your line manager should make note of any previously agreed objectives etc. During the meeting, your line manager will complete the rest of the form, detailing any training requirements/new objectives.

**• Section C:** this is the final part of the PDR, where the reviewer and reviewee will each have the chance to summarise and note and further comments, and sign to confirm the PDR is complete. **Please then return the completed document to HR** – recruitment@nds.ox.ac.uk.

If you have any questions about this process, please speak to your line manager or HR.

**Please note:**

There is no direct link between the PDR scheme and salary, promotion, or discipline, for which there are separate departmental procedures. If, however, an annual review indicates that performance has been exceptional, or that the job has grown significantly, information from the discussion can be used with the consent of the individual, to inform a separate departmental procedure for the reward & recognition scheme or regrading. Any issues related to discipline, grievance or capability should be dealt with separately and not within the PDR process.

**It is recommended that you review your previous year’s PDR document before your upcoming PDR meeting.

**PDR Document Process and Timescales**