

Achievement and Development Review Form

FOR PROFESSIONAL SERVICES STAFF

PLEASE ACCESS THE [ADR GUIDANCE](#) TO SUPPORT YOU IN COMPLETING THIS
of this form as they can providing:

- a review of the previous year’s objectives and the outcomes
- your thoughts around objectives for the forthcoming year (Part 3)
- development or support needs that you may have (Part 3)
- reflections on issues relating to academic freedom and free

Please feel free to add or delete rows in tables as necessary.

e use the table below to record your objectives from the previous review and report on your
ss with these.

Previous objectives	

Please provide any further comments on your achievements over the past year. You might consider the following:

- What are you proud of?
- What factors have contributed to you performing well in your role over the last 12 months?
- Are there any factors that hindered your performance?
- What feedback has there been from students/colleagues?
- What would you like to have done differently?
- What contribution do you feel you have made to the wider department/University?

If relevant, please highlight any examples of situations or actions you have implemented in your role that support our institutional values: Collaboration, Courage, Inclusion, Integrity, and Kindness.



PART 2: OBJECTIVES FOR THE FORTHCOMING YEAR

Please use the table below to record the objectives you would like to set for the forthcoming year, and for each of the following categories.

PART 3: FUTURE PLANS AND DEVELOPMENT

Please now consider the ways in which you would like to develop your skills, gain experiences, and build your career.

CAREER

First, please use the space below to record your broader career development aspirations and goals. You may find it helpful to think about this in the short, medium, and long term.

SKILLS

Next, please use the space below to record any specific skills that you would be interested in developing.

Please also reflect on any continuing professional development, training or support that's needed to help you in your role, taking into account any relevant professional, ethical, and regulatory standards.

See the [Leadership & Management Development pages](#) for suggestions of areas to focus on, if applicable.

PART 4: REFLECTION

Please use the space below to reflect on the past year in relation to [academic freedom and freedom of speech](#), [wellbeing](#), and [equality, diversity, and inclusion](#). You may find it helpful to reflect on experiences relating to these issues, to list some concerns or questions in these areas, or to highlight specific actions you have taken to support work on these topics.

Academic Freedom & Freedom of speech

Wellbeing

Equality, Diversity, and Inclusion

Please use the space below to make any other comments or identify areas where you require support from your School or Division.

within 3 months of ADR meeting):

