Accountability and Development Review:
Administrative and Professional Services, Technical Services and Operational Services Staff

Please complete the form as appropriate. If you are unsure how to complete it please contact your Reviewer or the HR team. The form should be submitted to your Reviewer at least one week in advance of your ADR meeting. Please attach last year’s review form for information.

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| Reviewee’s details |
| Name |       | Department/ Directorate |       |
| Job Title |       | Reviewer |       |
| Date of Review meeting |       | Review Year |       |

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| Review of Past Contribution and Achievement |
| Evidence of contribution and achievement over the previous review period including delivery against objectives set and contribution to Department/Faculty/University aims and objectives*.* Please also comment on how you have contributed to and/or demonstrated the University’s values.  |
| Reviewee’s comments      |
| Reviewer’s comments      |

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| Objective Setting |
| Detail objectives for the forthcoming review period that will support the achievement of Department/School/Directorate/Faculty/University aims and objectives. Carry over objectives from the last year if not completed and still relevant. |
| Objectives | Measurement | Target date | Strategic/Cross Cutting Themes | University Values | Progress review comments *(please date comments, including confirmation of completion date.)* | Completion Date |
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 |       |       | [ ]  Global Engagement[ ]  Internationally-leading research[ ]  Operational excellence[ ]  Outstanding student experience[ ]  World-leading innovation and impact  | [ ]  Ambitious[ ]  Bold[ ]  Collaborative[ ]  Innovative[ ]  People-Orientated |       |       |
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| Learning and Development Plan |
| Detail the learning and development activities which have or will be undertaken in support of objectives or to enhance job performance. The plan should be updated to confirm progress against learning and development activities set during your previous review year and new activities should be planned for the forthcoming review year. Consider all methods of development e.g. peer observation, specific project work, coaching and mentoring, self-study, external/internal course, CPD, e-learning.  |
| Development activity | Preferred mode of learning | Strategic/Cross-cutting themes | Relevance | Actions Required | Target Date |
| 1.
 |       | [ ]  Global Engagement[ ]  Internationally-leading research[ ]  Operational excellence[ ]  Outstanding student experience[ ]  World-leading innovation and impact | [ ]  Career Development[ ] Desirable for role[ ] Essential to role |       |       |
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 |       | [ ]  Global Engagement[ ]  Internationally-leading research[ ]  Operational excellence[ ]  Outstanding student experience[ ]  World-leading innovation and impact | [ ]  Career Development[ ] Desirable for role[ ] Essential to role |       |       |
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 |       | [ ]  Global Engagement[ ]  Internationally-leading research[ ]  Operational excellence[ ]  Outstanding student experience[ ]  World-leading innovation and impact | [ ]  Career Development[ ] Desirable for role[ ] Essential to role |       |       |
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 |       | [ ]  Global Engagement[ ]  Internationally-leading research[ ]  Operational excellence[ ]  Outstanding student experience[ ]  World-leading innovation and impact | [ ]  Career Development[ ] Desirable for role[ ] Essential to role |       |       |

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| 1. Additional Comments
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| Detail comments in relation to elements not covered elsewhere. This might include career/personal aspirations and anticipated changes to the role or within the Department or School over the forthcoming review period. |
| Reviewee’s comments      |
| Reviewer’s comments      |

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| Signatures |
| Reviewee |       | Date |       |
| Reviewer |       | Date |       |
| Head of Department/ School’s or senior nominee’s signature |       | Date |       |