**University of Dundee**

**APPRAISAL FOR PROFESSIONAL AND RESEARCH STAFF**

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| Appraisee’s Name: |  |
| Job Title: |  |
| Manager: |  |
| School/Directorate |   |
| Date of Review |  |
| Review covering Academic Year |  |

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| Director/School Manager’s summary of School’s or Directorate’s priorities for the coming year: |
| A link to the University’s strategic objectives is provided - [Delivering our vision | University of Dundee](https://www.dundee.ac.uk/strategy/vision) |
| Your own School’s or Directorate’s Strategy and Operating Plan can be found at: |
| A link to the School/Directorate’s strategy and operating plan is provided. |

**PART 1: Progress towards Agreed Objectives**

* **To be completed by the appraisee at the end of the review period and provided to the manager one week in advance of the next Appraisal meeting.**

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| The appraisee should provide a short narrative describing progress against the objectives agreed in last year’s review. |

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|  | **Objective** *(add rows as needed)* | **Date achieved** | **Narrative of progress, including outcomes and measures of success.** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

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| Any challenges (work-related or personal) that have impeded objective achievement can be described here.  |
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| Do you require any additional support in terms of work/life balance, wellbeing, or workload?*The* [*Staff Wellbeing Portal*](https://dmail.sharepoint.com/sites/StaffWellbeingPortal) *hosts and promotes wellbeing information and support available across the University. You may find it useful to use a* [*Personal Wellbeing Plan*](https://dmail.sharepoint.com/sites/StaffWellbeingPortal/SitePages/Personal-Wellbeing-Plans.aspx) *template to reflect on your mental wellbeing and consider what support you would find beneficial.* |
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| Give details of any other achievements in the review period separate from the objectives above. |
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 **Have you completed your Mandatory Training?**

Equality, Diversity and Inclusion Complete [ ]

Information and Security Awareness Training Complete [ ]

Health & Safety – Core Training Complete [ ]

**PART 2 Objective Setting**

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| Both parties should propose objectives aligned with Directorate and [University strategic plans,](https://www.dundee.ac.uk/strategy/vision) and expectations for the coming year. These will be agreed upon and modified during the discussion where required. Objectives should follow SMART methodology (Specific, Measurable, Achievable, Relevant, and Time-Bound).If this is your first appraisal and you are not sure how to set objectives, your manager will facilitate this at the meeting.  |

* **At each Appraisal meeting the manager and appraisee should consider whether the appraisee has undertaken the University’s mandatory training modules. If appropriate, these items should comprise part of the Reviewee’s objectives.**

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|  | **Objective/Task** *(add rows as needed)* | **Timeline** | **How will you measure this?** | **Who will be involved?** | **What support do you need?** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**PART 3 Professional and Career Development**

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| Supporting the professional and career ambitions of staff is a key institutional priority. It is important that this is discussed during the appraisal, and to agree on actions to support future development. To help support you in both your personal, and professional development and career progression, we encourage you to think about your short- and long-term career goals and to reflect on your transferrable skills and experience to date. Guidance is provided in Appendix A to assist you to explore opportunities and identify support.  |

* **To be completed by appraisee.**
* **For discussion at Appraisal meeting.**

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| Please use this space to outline any career aspirations you have. |
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| What support and development would be helpful to assist your career development? Please note that there is a Professional Development Plan template available to facilitate your ongoing career conversations. |
| I have attached a Professional Development Plan [ ]  |

**PART 4** **FEEDBACK**

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| This is an opportunity for both parties to provide feedback on the appraisal conversation and note any additional feedback that hasn’t been discussed.   |

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| Manager’s overall summary and comments  |
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Signature (Manager): Date:

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| Appraisee’s comments  |
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Signature (Appraisee): Date:

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| Director/School Manager’s comments (optional, to be added as appropriate) |
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Signature (Director/School Manager): Date: