



Performance and Development Review (PDR) Example Forms

For the purposes of the training sessions, some example forms have been developed. These forms are included to demonstrate that there is flexibility in the way the form is used to summarise the discussions in the PDR meetings, particularly Section A, which reviews the outcomes from the previous year.

The important thing to remember as a reviewer is that you should discuss both *what* was expected of the reviewee and *how* well they achieved those things and *how* they applied their skills, knowledge and behaviour at work (the competencies).

The three examples that were developed are:

1. Jo Bloggs, Administrative Assistant

In Section A, three key tasks from the job description have been highlighted plus two key goals from the previous PDR. These are discussed on the right.

In Section B, the summary comments briefly cover all the competency areas.

2. Liam Bloggs, Senior Laboratory Technician

In Section A, the reviewer has looked at each competency area and identified some key tasks from the job description that are relevant to each competency.

3. Mary Bloggs, Department Administrator

In Section A, the key outcomes from job description have been used to structure Section A.

Reviewers may find it helpful to structure Section A of the form in other ways, for example:

- The eleven questions in the form 'Preparing for the Performance and Development Review'
- The objectives

Performance And Development Review Pdr Example Forms

Lei Huang



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