**Annual**

**Professional Development Review Form**

## Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click to enter name  | **Team:** | Click to enter team  |
| **Department/division:****Date:** | Click to enter department Click to enter date | **Manager:** | Click here to enter name  |

## Looking back

|  |  |
| --- | --- |
| **Performance** *Please outline a summary of your progress in the last year against your agreed objectives / priorities* | Add notes here  |
| **Values** *Please outline how you have demonstrated your commitment to RDM’s Respectful Behaviour Framework* [*Respectful Behaviours Framework — Radcliffe Department of Medicine*](https://www.rdm.ox.ac.uk/intranet/working-at-rdm/respectful-behaviours-framework) | Add notes here  |

## Looking forward

|  |  |
| --- | --- |
| **Professional Development & Support***Please outline any development / support you think is needed to assist your ongoing performance and delivery of future objectives* | Add notes here  |
| **Career Aspirations (optional)** *Please detail any career aspirations you’d like to discuss.*[*Developing myself | People and Organisational Development (ox.ac.uk)*](https://pod.admin.ox.ac.uk/developing-myself) | Add notes here  |

## Manager Summary following the PDR

|  |
| --- |
| * *Comments on performance, progress and achievements*
* *Comments on professional development and support priorities*
* *Any agreed actions (e.g., explore mentoring opportunities etc.)*
* *Useful tip: refer to the ‘PDR conversation guide for managers’ found under the* [*PDR toolkit*](https://pod.admin.ox.ac.uk/article/enhancing-the-pdr-experience-for-staff-and-managers)

Click or tap to enter a date. |
| Click or tap here to enter text  |
| Any training or development requirements Click or tap to enter a date. |
| Click or tap here to enter text  |
| Your Final Comments (optional) Click or tap to enter a date. |
| Click or tap here to enter text  |

|  |
| --- |
| \***Mandatory Training Compliance**All staff are required to complete and remain up to date with mandatory training courses as part of their role responsibilities. Please ensure compliance with all applicable training requirements.Full list of mandatory trainings can be found on the RDM Website: [Mandatory Courses — Radcliffe Department of Medicine](https://www.rdm.ox.ac.uk/intranet/career-development/development-and-training/mandatory-courses) |

Signature of employee............................................... Signature of reviewer.................................................

Date……………………………………………………. Date…………………………………………………….

**PDR**

**Objectives Form**

## Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click to enter name  | **Team:** | Click to enter team  |
| **Department/division:** | Click to enter department  | **Manager:** | Click here to enter name  |

## Objectives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Objectives** *(Capture a description of key objectives below)* | **How will this be achieved?** *(Include reference to targets, key results or performance indicators for meeting / exceeding where applicable)* | **Any specific knowledge, skills, training and/or support needed to meet / exceed?** | **Timeframe** (for key milestone / completion)  | **Measures and impact** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**Values – Commitment**

Where applicable, outline how as part of your objectives you will demonstrate *your commitment to RDM’s Respectful Behaviour* [*Respectful Behaviours Framework — Radcliffe Department of Medicine*](https://www.rdm.ox.ac.uk/intranet/working-at-rdm/respectful-behaviours-framework)

|  |
| --- |
| * *Add bullet points*
 |

Signature of employee............................................... Signature of reviewer.................................................

Date……………………………………………………. Date…………………………………………………….