

PERSONAL DEVELOPMENT REVIEW



Alt Valley

Empowering Communities

Professional Development and Review

Aims

AVCT is committed to achieving the highest standards throughout the organisation and the aim of the Professional Development and Review (PDR) process is:-

- To provide feedback and appraise the performance of each employee
- To develop and improve staff skills and competencies.
- To identify training and development needs for each employee.
- To empower members of staff and encourage professional growth and achievement.

The Procedure

- The PDR process will apply to all staff.
- The **supervision form** and procedure will support this process throughout the year.
- The appraisal will be scheduled in advance with each member of staff in order for them to prepare the pre-interview questionnaire.
- Staff will complete their individual reflections upon the previous year's work then attend a PDR interview with their line manager or a senior manager.
- A full discussion will take place. The PDR form will be completed by the line manager and targets set for the forthcoming year that will be monitored throughout. Additional targets can be added as necessary.
- The PDR form will provide a section for the employee to express their views on the contents of the appraisal.
- The PDR form will be forwarded to finance and retained in the employee's personnel file.

Professional Development and Review
Pre – Interview Questionnaire
To be completed by employee
(In Preparation for Review)

Name _____

1. Which aspect of your role did you find most rewarding over the last year? (Achievement and progress)

2. Which aspect(s) of your role did you find the most challenging over the last year?

3. Do you think that you have received adequate support and challenge from your line manager to complete your role effectively?

4. Areas in need of development in your opinion or Training requirements.

5. Are there any other issues you wish to discuss at the formal review?

Signed _____

Date _____

(You can type or sign your name above)

Professional Development and Review

(this page is completed by the line manager/senior manager)

Staff Member: _____

Job Title _____

Line Manager/Reviewer _____

Summary of performance in previous year.

Professional strengths:

Areas in need of development/cause for concern:

Specific Targets for forthcoming year:

Agreed training and/or support for forthcoming year:

Review Date(s):

Signed _____

Date _____

Signed _____

Date _____