## Details

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

## Looking back

|  |  |
| --- | --- |
| **Performance** *Please outline a summary of your performance in the last year against your agreed objectives / priorities* | Add notes here  |
| **Values** *Please outline how you have demonstrated a commitment to one or more of the* [*Professional Services Together*](https://staff.admin.ox.ac.uk/professional-services-together/about) *shared principles or a value / behaviour framework where available in your area* | Add notes here  |

## Looking forward

|  |  |
| --- | --- |
| **Personal 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.)*

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  |