NDCN PERSONAL DEVELOPMENT REVIEW

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| Introduction |
| The NDCN Personal Development Review (PDR) process is one of the most important support mechanisms for staff in the Department. It is an annual opportunity to celebrate recent achievements, ask for and hear constructive feedback, agree appropriate personal development objectives, discuss career aspirations, and feedback on your working environment. The PDR process aims to ensure that the career development needs of all staff members are met. You will therefore be asked to consider your training and mentoring needs and how the Department might assist you in meeting them.  All staff who have completed their probationary period will be invited to complete a PDR on an annual basis. The PDR process should be completed by 31 July.  NDCN PDR process   1. Reviewer arranges PDR meeting with reviewee 2. Reviewee completes Sections 1-3 of this PDR form 3. Reviewee sends completed PDR form to their reviewer at least one week before their PDR meeting 4. Reviewer reads the completed PDR form, adding their own comments to the form where prompted 5. Reviewee and reviewer meet, using the completed PDR form to guide the PDR conversation 6. After the meeting, the reviewee sends any additional comments to the reviewer. Reviewer adds these and their own comments to Section 4. 7. Reviewer emails the completed form to the NDCN HR Team ([hr@ndcn.ox.ac.uk](mailto:hr@ndcn.ox.ac.uk)) |
| Completing this form  This form is designed as a conversation prompt for your PDR meeting, to (i) help you and your reviewer get the most out of your PDR meeting, (ii) encourage you to consider your personal development as fully as possible, and (iii) provide a template for your regular one-to-one meetings in the future. Please complete it as fully as possible.  To enter text, click on the grey boxes and type. The spaces will expand as you add text. Where Yes/No boxes are used, double click on the appropriate box and select ‘checked’.  ***The NDCN HR Team require a copy of the form as evidence of the meeting having taken place. All information provided on this form is treated as confidential, will be stored securely by the HR Team, only accessed by HR and authorised personnel.***  Overview of PDR meeting   1. About you 2. Taking stock: review of your current job description, identification of achievements and any barriers to development and work-related objectives, and review of training and mentoring activities 3. Planning ahead: setting objectives for the year ahead, identifying any associated learning and development needs, and discussion about your longer career and development aspirations 4. Summary: final part of the discussion to ensure a shared understanding of the PDR discussions and agree follow up actions for both parties.   Clinical academic staff  Completion of this PDR form is not mandatory for clinical academic staff who are required to complete an NHS appraisal on an annual basis to maintain their GMC licence. Clinical staff should submit their completed NHS appraisal to their manager for review. However, they are required to complete a supporting form (“PDR-2022-supporting-form-clinicians.docx”), ahead of their NDCN PDR meeting. Clinical academic staff who do not wish to share their NHS appraisal will need to complete the full PDR form.  Training and support  Several guides and resources are available to support both reviewers and reviewees:  **For reviewees**: <https://pod.admin.ox.ac.uk/for-reviewees>: Includes “Making the most of your PDR” and “Career conversations for individuals”  **For reviewers**: <https://pod.admin.ox.ac.uk/for-reviewers>: Includes the PDR reviewers’ role, preparing for the PDR, agreeing objectives, learning and development conversations for managers, and career conversations for managers.  Further information about PDR, along with guides to support you in setting goals and identifying relevant personal development opportunities can be found on the PDR page of the NDCN website: <https://www.ndcn.ox.ac.uk/about/professional-services/career-development/training-and-development/personal-development-reviews>  Should you have any queries or concerns about the PDR process, please contact the NDCN HR Team: [hr@ndcn.ox.ac.uk](mailto:hr@ndcn.ox.ac.uk). |

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| 1. About you |
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Name of reviewee:

Job title:

Reviewer:

Second Reviewer

(if applicable):

Date of review:

Are you on a fixed term contract? Yes  No

If yes, when does your contract end?

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| 1. Taking stock |
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2.1 Core areas of your job

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| *Please summarise the main responsibilities of your role. Do you feel that your post is still as specified on your job description? If not, what changes have occurred and are you happy with the direction your role has taken?* |
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2.2 Previous objectives

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| *Objectives set at your previous PDR meeting* | *Timescale/deadline* | *Details of how objective was achieved and if not, contributing factors* |
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2.3 Your performance

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| *Which areas of your work do you feel have gone well over the 12 months? Note down any special achievements. E.g., leading/supporting a project, taking on additional responsibilities, broadening professional networks, organising/participating in a work-related event, writing a report/paper/software package, securing funding, gaining professional accreditation.* |
| Reviewee’s comments: |
| Reviewer’s comments: |

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| *Do you feel there are any impediments to your performance? How could any barriers be addressed in the future?* |
| Reviewee’s comments: |
| Reviewer’s comments: |

2.4 Which training courses or development activities have you completed over the last 12 months?

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| *Course/development activity* | *Duration* | *Provider* | *Date of completion* |
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**Each role will have mandatory training requirements. Your line manager will be able to discuss individual requirements in addition to the NDCN** [**mandatory training**](https://www.ndcn.ox.ac.uk/about/professional-services/career-development/training-and-development/mandatory-training)**. Please refresh any required training and check that your certificates are logged in iPassport. Submit an updated** [**OA1 or OA2 form**](https://hr.admin.ox.ac.uk/holding-outside-appointments) **(due each academic year), and any updates to conflict-of-interest management plans if applicable to the Head of Department.**

2.5 Mentoring

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| *Have you worked with a mentor over the last year?* | Yes  No |
| *If this was via a scheme, which mentoring scheme were you part of? Please delete as appropriate.* | Oxford Senior Women’s Mentoring Network/Medical Sciences Division Peer Mentoring Scheme/Pivot/Carers Support Network/Other |
| *Would you like to be part of a mentoring scheme?* | Yes  No  Unsure |

2.6 Workload

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| *Do you feel your workload was manageable in the last 12 months? If not, what aspects were not manageable? Are there any activities that you would you like to do more/less of? Are there any changes that might improve your work/life balance?* |
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| *What proportion of your time in the last 12 months was spent on the following?* | | | | | | |
|  | Research/  research support | Teaching | Clinical work | Administration | Management of staff/  students | Other |
| Percentage |  |  |  |  |  |  |

2.7 Working environment

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| *What feedback do you have for your line manager? What’s working well? What could be improved? You might consider resources, buildings, working relationships, workplace culture, equality, diversity, and inclusivity, or suggestions for process or system changes. Please feel free to make suggestions for improvement in your wider division/department.* |
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2.8 Further questions

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| If you sit on any committees (either within the Department or externally), which committees are these? |  |
| Would you like to sit in any committees? If so, which committees? |  |
| Do you have any other workplace responsibilities? E.g., Health and Safety duties |  |
| Which public engagement/outreach activities have you been involved in over the last 12 months? |  |
| Have you engaged in any equality, diversity, and inclusivity, or research culture improvement activities in the past 12 months? |  |
| Would you like any support to develop any of the above areas in the next 12 months? |  |

2.9 Line managers only

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| Which areas of your line management responsibilities have gone well over the last 12 months? Which areas would like to see improve over the next 12 months? How are you supporting the career development of your staff, both within their current role and in preparation for future roles? Have you taken actions to create or sustain an [inclusive workplace](https://edu.admin.ox.ac.uk/inclusive-workplace)? |
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| Do you require any training or support to develop your line management skills? If so, please state which area you would like further training or support in (e.g., performance management/absence management/recruitment/probation/induction/PDR). |
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**2.10 Researchers only**

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| Have you taken any steps to patent or commercialise your research this year? Would you like support to develop this area in the next 12 months? (Information on required annual declarations of outside activities can be found [here](https://hr.admin.ox.ac.uk/holding-outside-appointments).) |
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| 1. Planning ahead |
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3.1 Main objectives for the next 12 months

What are your proposed objectives for the next 12 months? Do you have any particular/additional work interests that you would like to pursue?

While it’s tempting to focus on tasks, objectives can also be about confidence in the way you do something, maintaining the way you do something, learning something new, learning to do something better, or your behaviour in relation to others or to a particular task. The SMART framework can help to clearly define your objectives, by ensuring they are **S**pecific, **M**easurable, **A**chievable, **R**elevant & **T**imebound.

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| *Objectives for next PDR meeting* | *Timescale/deadline* | *How will these be achieved? E.g., what additional skills/knowledge/equipment are needed? Who is responsible for ensuring objectives are met?* |
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| *What development would you like to undertake beyond your current role, including contributing to the broader work and culture of the Department and University? E.g., undertaking any teaching, participating in a Focus project, joining a staff network.* |
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3.2 Training and development over the next 12 months

What training or development activities do you need to undertake over the next 12 months to help you achieve the objectives set out above? You may find it helpful to refer to the [NDCN PDR guides](https://www.ndcn.ox.ac.uk/about/professional-services/career-development/training-and-development/personal-development-reviews), and [People and Organisational Development (POD)’s course list](https://pod.admin.ox.ac.uk/course-listing) for training and development resources.

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| --- | --- | --- | --- |
| *Course/development activity* | *Duration* | *Provider* | *Target date of completion* |
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| --- | --- | --- | --- |
| *Course/development activity* | *Duration* | *Provider* | *Target date of completion* |
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3.3 Annual mandatory training requirements

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| *All staff are required to complete the following training on an annual basis:* |
| **Information Security Awareness** course available here: [**Home | Information Security Team (ox.ac.uk)**](https://www.infosec.ox.ac.uk/do-the-online-training)  Training completed in last 12 months  date completed­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  or  Training will be completed when due  date due­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*certificates must be uploaded onto iPassport <https://oxfordqms.ipassportqms.com/> |

3.4 Career planning

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| *If you wish to discuss this with your reviewer, what broader career aspirations do you have within or beyond NDCN?* |
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| *How might NDCN support you in those aspirations?* |
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| *Any other discussions (optional)* |
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| 1. Summary |

Briefly ensure both parties have a shared understanding of the review discussions and agree any additional follow up actions.

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| *Reviewee’s comments* |
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| Reviewer’s comments |
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