



People play an important part of making the University of Bedfordshire a great place to be for both staff and students. The Staff Annual Review is designed to support a formal discussion between you and your line manager to help you enjoy being part of the University and be effective in your role.

<b>Name: (Reviewee)</b>	<b>Name: (Reviewer)</b>
<b>Faculty/Department</b>	<b>Present Post</b>

**University priorities for 2008/09**

- Customer Care
- Innovative Curriculum
- Enhancing our Systems and Processes
- Investing in our long term Sustainability

**Our Values**

- Access
- Scholarship
- Partnership
- Innovation
- Respect
- Employability

**Part One – Looking back at your objectives**

Objectives for 2007/08	A	P/A	NA	What went well?	What didn't go so well?

A = Objective fully achieved    PA = Objective partly achieved    NA = Objective not achieved

## Part One – Looking back at your performance

You complete this page prior to your review. This will be discussed during the review and further comments may be added.

### Where do you feel your strengths are?

These are often demonstrated in situations where you feel confident and in control. Think about when you have received positive feedback.

### Where do you feel you have areas for development?

These can be demonstrated in situations where you do not feel confident or in control. Consider any feedback that has not been positive.

### What challenges have there been?

What challenges have there been over the last twelve months and what have you learned from this?

### Reviewer's comments about your performance during 2007/2008.

## Part Two – Looking forward

You complete this page during your review. Think about the questions before the review as this will help you to discuss the questions with your Reviewer.

**Department/Team priorities for this year:**

**Our agreed priorities for this year:**

**Achieving priorities:**

Can you foresee any obstacles? More importantly, how are we going to overcome these?

**Developing in your role:**

What training/professional development do you require to perform your current role?

**Developing for the future – Short Term**

What are your aspirations and what training/professional development would support you?

**Developing for the future – Medium/Long Term**

What training/professional development might you wish to pursue over the longer term to support your aspirations?

## Part Three– Looking forward

**Agreed Review Dates:**

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<b>Objective</b> A brief statement of what you want to achieve	<b>Achievement</b> How will you know that it has been achieved?	<b>Review</b> Comments about progress made in achieving each objective.

## Evaluation of Training & Development

Consider training and development that you have attended and identify the value to both yourself and the University.

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## Agreed Training and Development

Staff should be encouraged and supported to attend University modules where appropriate.

Learning and Development Activity	By When	Provider	Comments
1			
2			
3			

<b>Your Name</b>	<b>Signature</b>	<b>Reviewer's Name</b>	<b>Signature</b>	<b>HOD/Dean/Director</b>	<b>Signature</b>
<b>Date</b>		<b>Date</b>		<b>Date</b>	