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**STANDARD PDR FORM**

**For help in completing this form please refer to the** [**Guidance on Completing a Personal Development Review (PDR)**](https://www.sgul.ac.uk/about/our-professional-services/staff-development/documents/Guidance-on-Completing-a-Personal-Development-Review-PDR.pdf)**.**

**Personal Development Review**

The PDR should be used as the basis of a conversation between a Reviewee and a Reviewer about progress over the year (January – December), achievements, workload, career aspirations, professional and personal development. The headings on the PDR form provide areas for discussion as part of a review meeting.

Fields marked with a blue dot on the PDR or objectives are mandatory fields and must be completed.

**Please remember to save your PDR regularly to avoid losing comments - there is no autosave function. Moving between pages or clicking off the PDR form without saving will delete any comments. Also please note that you will be logged out of the system after 3 hours without saving.**

**Personal Details**

Name of Employee: *Auto populated*

Name of Reviewer: *Auto populated (if incorrect please contact* [*HRHelp@sgul.ac.uk*](mailto:HRHelp@sgul.ac.uk)*)*

Job Title: *Auto populated*

**Objectives**

Objectives can also be reviewed on the Goals and Performance page of MyWorkplace. Objectives are shown while they remain in date, i.e. the 'objective start date' is *before* the 'review period end date' and the 'objective completion date' is *after* the 'review period end date'.

Objectives: *Auto populated*

**Development**

Participant Events: *Auto populated*

Personal learning events: *Auto populated*

Mandatory Training Completed: *Yes/No* Mandatory training modules are available via [MyTraining](https://mytraining.sgul.ac.uk)

Comments:

Approximated Number of Days Spent on Continuous Professional Development:

Research and Education, if Relevant:

Which support and Professional Development has Enabled you to Develop your Skills, Knowledge and Expertise in your Role in the Last 12 Months?

**Workload Distribution**

Please enter details about your workload distribution, e.g. workload issues that may arise or that have already arisen and work/life balance.

FTE: *Auto populated*

Additional Role/Responsibilities (e.g. Working Group Membership, Fair Recruitment Specialist, Mentoring, Teaching if Relevant):

New Responsibilities Taken on Over the Course of the Review Period:

Significant Absence:

Consideration of Work-Life Balance/Flexible Working:

Do you Have Line Management Responsibility? *Yes/No*

If Yes, Please Comment on Leadership and Management Skills:

**Support and Development to Assist with the Achievement of Objectives**

Comment on support that would assist you to achieve your objectives, for example support from your manager, other teams or buddy/mentor.

Comments:

**Career Development Aims for the Next 12 Months**

Comment on any career development aims you have for the next 12 months and what support, if any, you would like to assist you in meeting your aims.

Comments:

**Markers of Esteem**

Include any markers of esteem related to your work, for example membership of professional bodies or external committees.

Comments:

**Public and Civic Engagement, Widening Participation and Inclusive Education**

Include details of your involvement in public and civic engagement, eg community engagement, school outreach, civic engagement, public talks or involving the public/patients in research and/or details of any involvement you may have in widening participation and inclusive education activities.

Comments:

**Contribution to Equality, Diversity and Inclusion at St George’s**

Please include examples of how you have contributed in the year to support equality, diversity and inclusion (EDI) work at an individual, local or institutional level. Examples include work on inclusive education, attending EDI training, events, seminars or network meetings, membership of an EDI related committee, participating as a Fair Recruitment Specialist, demonstrating inclusive behaviour, completing equality impact assessments, contributing to EDI consultations and/or action planning. Areas of focus are listed annually in our [PSED reports](https://www.sgul.ac.uk/about/equality-diversity-and-inclusion-edi/public-sector-equality-duty), this list is not exhaustive.

Also consider any additional support or improvements from an EDI perspective that could be made to your work environment or ways you could become more involved in EDI activities.

Comments:

**Any Other Comments**

Add any additional comments that you have not been able to include elsewhere.

Comments: