



Developmental Appraisal Review

This document is intended for use by **academic colleagues only**.
All **non-academic colleagues** should use the online version, accessible via the Talent Dashboard on People XD.

Name:		Staff No:	Date of Appointment:
Job Title:		Department/School/Faculty:	Campus:
Name of Appraiser:		Position:	
Review Period	From:	To:	Date Review Agreed:
Job Purpose/Key Responsibilities:			

Personal Development Plan

Key Objectives for the Future Planning Cycle (aligned to organisational objectives)	Agreed Support & Development Activities	Target Date	Review Date
Longer Term Development Goal:			

Personal Review

Key Objectives for agreed planning cycle	Detail how well your objectives have been met	Reflect and outline what you have learnt	Appraiser's Feedback

Appraisee's comments: (optional)

Appraiser's comments: (optional)

Appraisee Signature:

Appraiser Signature:

Appraiser's Line Manager Signature: (if appropriate)
