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|  | | **Developmental Appraisal Review**  This document is intended for use by **academic colleagues only**.  Please record and store the important details about you DAR for ongoing review with your manager. Please refer to your [**Complete Guide to DAR**](https://online.flippingbook.com/view/786872852/) resource before commencing your DAR.  All **non-academic colleagues** should use the online version, accessible via the Employee 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:** | | | | | | | |

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| **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 Goals:** | |  | | |  |  |
| **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** | | |
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| **Appraisee’s reflections, comments: (optional)** |  |
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| **Appraiser’s reflections, comments: (optional)** |  |
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| **Appraisee Signature and Date:** |  |
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| **Appraiser Signature and Date:** |
|  |
| **Date arranged for mid point review Meeting:** |
|  |

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| **Mid point review, Appraisee’s reflections, comments: (optional)** |  |
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| **Mid point review, Appraiser’s reflections, comments: (optional)** |  |
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| **Date** |  |
| **Date arranged for final review** |  |

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| **Final review, Appraisee’s reflections , comments: (optional)** |  |
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| **Final review, Appraiser’s reflections, comments: (optional)** |  |
|  |  |
| **Date** |  |