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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** |
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| **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:** |
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| **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**  |  |