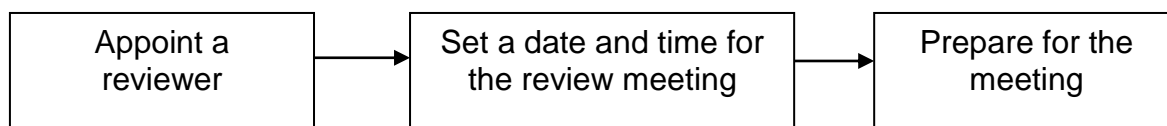


What is it for? Staff review and development is an opportunity to focus on the individual and his/her job; what has been happening in the past year, and setting objectives for the coming year.

The Process



How to prepare for the meeting

Reviewer

- Review the member of staff's self review form
- What has happened in the last year?
- What went right, what went wrong?
- Look at previous record of SRD meeting
- Speak to other individuals if appropriate

Member of staff

- What have you achieved in the last year?
- What are your strengths and weaknesses?
- What barriers have you come up against?
- Set an agenda for the meeting – what do you want to talk about regarding your performance?
- Complete the self review
- Think about 'SMART' objectives for the coming year

The Meeting

Reviewer

- Make a positive start to the meeting
- Encourage individual to review themselves
- Ask open questions
- Do less than 50% of the talking
- Agree objectives for the coming year
- Do not agree to anything that cannot be delivered
- Curtail the meeting if it is sidetracked by other issues e.g. personnel, salary etc.

Member of staff

- Concentrate on the issues at hand (agenda)
- Discuss any training and development needs
- Be prepared to work out your own solutions to problems
- Think about how beneficial changes might be achieved
- Be prepared to cope with comments that may be critical of performance
- Set 'SMART' objectives for the coming year

After the MeetingReviewer

- Complete the review form as soon as possible
- Brief resume of the discussions
- A record of agreed actions for the future, be it training needs, new job objectives or career development
- Diarise any actions that you need to take

Member of staff

- Think about your objectives and how they can be achieved
- Has any training been identified?
- Think about your job, the context of your job – how do they fit into your objectives
- Diarise any actions that you need to take.
- Look for ways to improve the job and ways of doing it

Meet again in 4-6 weeks to further discuss the objectives and what progress has been made – keep up the momentum