



Preparing for the Review

In preparing for PDR it is helpful to come prepared with examples to demonstrate your achievements. The STAR technique is useful in helping you to structure this.

SITUATION/ TASK

- Describe the situation you were in and the task that you needed to accomplish
- Be specific in giving your supervisor enough context

ACTION

- Take your supervisor through the steps you took to complete the task or solve the problem.

RESULT

- Explain the result of your action, what did you achieve? How did the situation end? What did you learn?
- You can also describe what you didn't do and what you might do differently next time.

For example:

SITUATION/ TASK

“As you know I am responsible for managing the division networking event and recognised that the attendance rate for the event has dropped compared to previous years.”

ACTION

“I started to look at what the reasons behind this could be and redesigned the invitation process to include more information up front and a more streamlined process for collecting responses.”

RESULT

“The result was an increase in the attendance at the event the most recent event and feedback from those who attended to say that they found the process much easier to navigate this time.”

Preparation questions

Useful questions to reflect on:

Looking back

- What successes have I had recently in my work and what made it a success?
- What have I most enjoyed about my work?
- What challenges have I faced? What have I learned from these?
- In what ways am I soliciting feedback about my performance? What am I learning from this? What development opportunities might this have identified for me?
- What work objectives have progressed successfully and where am I having challenges?
- In what way might the challenges or lack of progress towards work objectives link to an area for me to develop? Is this a development objective I might focus on in the upcoming period?
- Do I see any new activities that might make better use of my strengths in the upcoming period?

Academic Staff specific

- If I reflect on the last international conference I attended, how was my research positioned?
- How did it benchmark?
- If I am finding that I have not been winning opportunities for oral presentations but instead a lot of poster opportunities, why do I think that is? What might this mean for my future approach or focus?
- In what ways have I gone about engaging students in the curriculum? How effective have I found this?

Looking forward

- What do I want to achieve?
- How will I measure progress – against what benchmarks or standards?
- What sources of feedback will be helpful to me in evaluating my progress?
- What changes have taken place in my work area recently? What opportunities or challenges do I think they create for me and my role?
- How will I go about implementing my objectives? What is the most effective course of action for me to take?
- What mentoring relationships might be useful for me going forward?

Academic Staff specific

- Where am I hoping to publish my research? Which journals am I planning to target?
- How can I build on my research in the upcoming 12 months?
- Are there new techniques that would be useful for me to explore?
- In what other ways do I think I could usefully gain recognition for my research contribution? (e.g. invitations to collaborate with colleagues, invitations to sit on relevant committees etc.)
- What changes/advances do I need to take into account in my course development? (e.g. flexible delivery, online curriculum development, blended learning, internationalisation of the curriculum, etc.) How do I think I could best build these into / build on these my teaching over the next year?
- How might I adapt my courses to the University's strategic priorities?