



Preparing for review

Reviewing progress on your work objectives is an essential part of the Planning, Development and Review conversations. Feedback conversations with your Supervisor should occur regularly and informally, however, formal review conversations that focus on a staff member's progress, support needed and changes that may be required to enable the achievement of objectives, are recorded and tracked in Staff Services Online at both the Mid-Term and Final Review stage.

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.

Preparation

Review the Conversation Record completed at the Objective Setting meeting. As you are doing this, reflect on your achievements. Are you progressing toward achievement of your objectives?

Useful questions to reflect on as you prepare:

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 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 my teaching over the next year?
- How might I adapt my courses to the University's strategic priorities?

Finally, be prepared to provide feedback to your Supervisor. PDR conversations are two way. Make some notes if you need to, and remember to bring a copy of the Objective Setting Conversation Record to discuss at the meeting.

PDR Meeting

- Discuss performance and achievement of work and development objectives
- Review development activities undertaken
- Discuss any new opportunities or changes in direction
- Identify any blockages, issues and/or problems affecting progress towards objectives; this may require a shift in the timeframe of an objective or an updated workload allocation for academic staff
- Discuss your career development plan, your desired future career directions and review any career development actions
- Share relevant feedback

Documentation and Administration

- Complete the Mid Term Review/Final Review comments sections of the Conversation Record; both staff member and supervisor should add comments here
- Finalise the PDR Conversation Record and ensure the review section is signed
- Agree on follow-up actions, milestones and dates
- Confirm completion of this stage in SSO by submitting the completed conversation record.