



Staff Member's Name:

Review Year:

Staff Member's Position:

School/Branch:

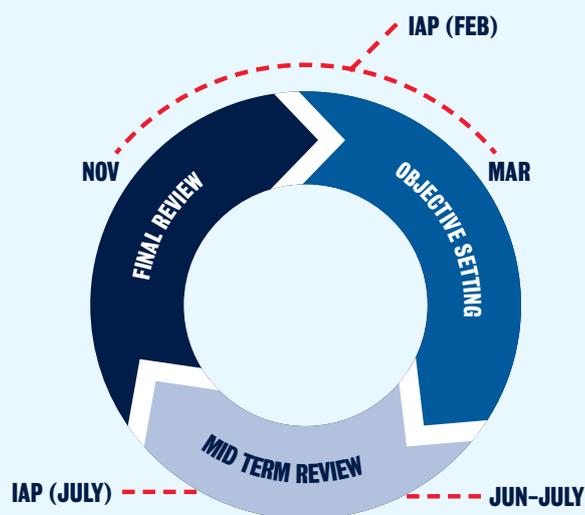
Supervisor's Name:

Objective Setting Meeting date:

Mid Term Review Meeting date:

Final Review Meeting date:

This form supports Planning, Development and Review at the University of Adelaide and provides a prompt to discuss and record the key components necessary for an effective PDR conversation. The Conversation Record should be uploaded to Staff Services Online (SSO) at each stage of the cycle.



## Conversion Record Section

### Part 1: Objectives & Achievements

This section provides space for KRAs, objectives and measures to be recorded at the Objective Setting stage and comments from both staff member and supervisor at the Mid Term and Final Review stages. You may wish to consider objectives that specifically align to the [Staff Values and Behaviour Framework](#) for yourself and/or your team. People Leaders may wish to set a specific objective that relates to their leadership role. A PDR conversation also presents an opportunity to raise awareness of the [Staff Values and Behaviours Framework](#).

### Part 2: Development Plan

This section provides space to record outcomes of professional development discussions. The conversation should focus on strengths, capabilities and behaviours. Consideration should also be given to accessing opportunities that will strengthen your areas for growth.

### Part 3: Common Requirements

This section enables you to capture leave plans and declare any conflicts of interest.

### Part 4: Mid Term & Final Review Summary

Used only in the Mid Term and Final Review Stages, this section allows you to reflect and provide some general summary comments on performance, development and achievements.

## PDR Cycle timings

The PDR cycle includes 3 stages, but offers the flexibility to hold the Final Review meeting and the next Objective Setting meeting together.

Both staff member and supervisor should come prepared with some ideas of work objectives and development needs/activities, or reflection on performance and achievements of these, as well as feedback for the other person.

Activity	Form due in SSO
Objective Setting	
Mid Term Review	
Final Review	
Comments	

Access this year's [PDR timeframes and due dates](#) here.

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## PART 1: Objectives & Achievements

Consider your key result areas and work objectives for the year in conjunction with the minimum performance expectations defined in the relevant Adelaide Academic Role Statement, and specify how you will measure the achievement of each objective. Give thought to your work's alignment with the strategic objectives of the University and your School/ Branch/ Faculty / Division. It is recommended that you identify up to four Key Result Areas (KRAs) and set no more than 3 objectives against each KRA. In reviewing your performance against these objectives, consider whether the measures you have set align to your achievement of these objectives.

Key Result Areas (KRA) / Work Objectives			Mid Term Review Comments	Final Review Comments
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:



Key Result Areas (KRA) / Work Objectives			Mid Term Review Comments	Final Review Comments
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:

### People Leaders only

Key Result Areas (KRA) / Leadership Objectives			Mid Term Review Comments	Final Review Comments
KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:

KRA		Measure	Staff member:	Staff member:
Objectives				
			Supervisor:	Supervisor:

### What support will you need to achieve your objectives?

# PLANNING, DEVELOPMENT AND REVIEW CONVERSATION RECORD

## PART 2: Development Plan

Before setting your development plan for the year, reflect on your strengths, consider how you can best apply these to your role.

- In order to achieve your objectives, which behaviours or capabilities will you focus on in the next 12 months?
- What changes, if any, are affecting your work, and what opportunities does this present?
- What tasks/work would you like to be involved in to increase and or strengthen your knowledge/experience/influence?

Supervisors, it is important to support your staff to identify their strengths and to do this effectively you should have a sense of what you perceive their strengths to be. It is important to consider that their ideas and yours may not always align, so be prepared to have an honest conversation.

### Short Term Development

When considering your development, first identify development areas or development outcomes that will support you in your role in the short term. Identify the activity that will best provide this development and specify a timeframe to ensure that the expected outcomes are achievable and realistic. Remember to consider the 70/20/10 principle.

### 70 EXPERIENTIAL LEARNING (THE 70)

Learning and developing through on-the-job tasks, challenges and practices e.g. problem solving, challenging tasks, other roles and responsibilities, reflection and innovation.

### 20 SOCIAL LEARNING (THE 20)

Learning and developing with and through others e.g. coaching, mentoring, learning in networks or through participation in conferences and/or communities of practice.

### 10 FORMAL LEARNING (THE 10)

Learning and developing through structured modules, courses and programs e.g. further study, formal workshops, seminars or online learning.

Development Objectives		Development Activity	Mid Term Review Comments	Final Review Comments
Development			Staff member:	Staff member:
Development Objectives				
			Supervisor:	Supervisor:

### Future Direction and Development

What development opportunities aligned to 70/20/10 will support you in your desired future aspirations or career (for example, secondment opportunities, shadowing, and other professional development)?

Desired Future Direction	Development Activities

## PART 3: General

### Leave Balances and Plans

Refer clause 4.1.5 of the University of Adelaide Enterprise Agreement and the [Leave Entitlement Procedure](#). Annual and Long Service Leave supports the health and wellbeing of staff. PDR is an opportunity to discuss your proposed leave plans for the year.

As per the Leave Entitlement Procedure, leave plans must be entered into SSO.

**What are your proposed leave plans for the year? Include Long Service Leave if appropriate.  
If your annual leave balance is in excess of 30 days (35 days for shift workers) consider how you will reduce this.**

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## Annual Declaration

### Conflict of Interest

University staff are required to formally report any personal, external or financial interests, including receiving benefits (T&L paid, an honorarium or gifts exceeding \$500 per year) and have the potential to create a conflict of interest.

Further information is available in the [University of Adelaide Conflict of Interest Procedure](#).

### Foreign Engagement Declaration

Government legislation and guidelines have changed the way universities are required to deal with foreign engagements. A greater level of transparency is required and applies to all offshore relationships. All staff are required to declare their foreign engagement activities annually, or more frequently when a new activity occurs. At the same time as undertaking PDR, please declare any foreign activity for which you personally have executed a formal agreement/commitment since your last such declaration by submitting a [Foreign Engagement Declaration](#). If you do not engage in foreign activity or have no new activity since your last declaration, you are nevertheless required to submit the form annually and should select “Nothing to Declare” on the form.

**Do you have any declarations to make?**

Consider completing the Disclosure of [Conflict of an Interest](#) form.

Have you submitted a Foreign Engagement Declaration?  YES  NO

If answered no, please fill in the [Foreign Engagement Declaration](#) form.

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## PART 4: Mid Term and Final Review Summary

Complete this section at the Mid Term and Final Review meetings.

Review conversations should include confirmation that planned or scheduled leave plans are actioned, remain unchanged, or require updating.

### Staff Member

	Mid Term	Final Review
Is there anything stopping you from achieving your goals as well as you could?		
What could your supervisor do differently to better facilitate you achieving your goals?		
General comment on your achievements, performance and development over the year.		
For People Leaders only: Reflect on how you have supported a positive and productive team and fostered high performance.		

### Supervisor

General comment on staff member's achievements, performance and development over the year.		
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