

This form provides a record of the key components of your PDR conversation, including agreed annual work and development objectives, how your objectives will be measured, and the support you need to achieve your objectives.

For PDR timeframes and due dates, and to get the most out of your PDR conversation, review the support materials provided on the [Planning, Development and Review webpage](#).

The Conversation Record should be uploaded to [Staff Services Online \(SSO\)](#) at each stage of the PDR cycle.

Name:

Supervisor's Name:

Position:

School/Branch:

Faculty/Division:

Objectives & Achievements

Consider your **Key Result Areas (KRAs)** and work objectives for the year 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.

Objective	Measure	Mid Term Review Comments	Final Review Comments
Key Result Areas:			
Key Result Areas:			
Key Result Areas:			

Objective	Measure	Mid Term Review Comments	Final Review Comments
Key Result Areas:			
Key Result Areas:			
Key Result Areas:			

What support will you need to achieve your objectives?

Development Plan

It is important to consider both your short term development needs as well as your long term development goals. In the space below, outline the activities that will support you to be successful in your current role, as well as those that will propel you in your desired future direction. In thinking about these opportunities, remember to consider the [70/20/10 principle](#).

	Development Objectives	Development Activity	Mid Term Review Comments	Final Review Comments
Short-term				
Long term	Desired Future Direction		Development Activities	

General

Leave Balances and Plans

[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.

☐ I have discussed plans for Annual and Long Service Leave with my Supervisor and entered them into SSO.

Annual Declaration

Conflict of Interest

University staff are required to formally report any personal, external or financial interest, including receiving benefits (an honorarium or gifts exceeding \$500 per year) which have the potential to be a real, perceived or potential conflict of interest). Further information is available in the [University of Adelaide Conflict of Interest Procedure](#).

☐ I have considered any Conflict of Interest and submitted a Declaration of [Conflict of Interest](#) form if relevant.

Foreign Engagement Declaration

All staff are required to submit a [Foreign Engagement Declaration](#) form annually or more frequently when a new activity occurs. You are still required to submit the form even if you do not engage in foreign activity or have no new activity since your last declaration.

☐ I have submitted a Foreign Engagement Declaration form.

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 Review Comments	Final Review Comments
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?		
What (if any) additional contributions have you made to the University? <i>(e.g. convening a Community of Practice, serving as a committee member, Health & Safety rep. etc)</i>		
Are any changes required to support your health and wellbeing?		
For People Leaders only: Reflect on how you have supported a positive and productive team and fostered high performance.		
General comment on your achievements, performance and development over the year.		

Supervisor

	Mid Term Review Comments	Final Review Comments
General comment on staff member's achievements, performance and development over the year.		