



## Appendix 1 University of Galway Performance for Growth Review Form

This is a 2-way discussion document. Before completing this form, the Reviewee is encouraged to spend some time reflecting on their role, career, and development needs. The Reviewee should then complete a draft of the form and email it/provide access via shared folder on One Drive to the Reviewer at least one week before the review meeting to allow time for preparation. The form is discussed, agreed, and completed by both parties at the review meeting.

**Prior to completing this form, please refer to the Performance for Growth section on the HR website, the Performance for Growth Guidelines; University/College/Unit Strategy and the Learning and Development section of the HR website before completing this form.**

During the review meeting the Reviewer and Reviewee will discuss the Reviewee's achievements and progress to date, objectives for the coming period, support and obstacles including any learning and development actions required to achieve these objectives.

Once this form has been completed and signed by both parties, it is the Reviewer's responsibility to provide a copy to the Reviewee. The original will be securely retained by the Reviewer until the next Performance for Growth review.

### **Confidentiality**

This form is confidential between the Reviewer and Reviewee and held only by these parties. In order to address learning and development actions identified and to provide the associated skills training and support, the Reviewer will extract relevant information from this form. With the explicit consent of the Reviewee, where necessary, this information will be brought to the attention of the Head of School, Unit Manager or UMT member to allow a comprehensive assessment of the development actions and the best means of addressing these at School/Unit level.

### **In completing this form, the Reviewee and Reviewer are asked to:**

- Remember the quality of the conversation should take precedence, this would be an open 2-way conversation, that is based around the University values of Respect, openness, excellence.
- Consider the Reviewee's personal short- and long-term career development.
- Review individual objectives by referring to the strategic plans, job description for the post, relevant quality assurance reports and any other information relevant to the post.
- Identify any learning and development actions completed since last review meeting, and how these were implemented as part of the Reviewee's role.
- Consider existing University of Galway development opportunities including training programmes provided.
- Examine learning and development actions that may be required. The reviewee should describe areas in which they would like to develop and ways in which this might be achieved in conjunction with the Reviewer.



Subject to joint agreement, objectives may need to be updated during the performance for growth cycle should circumstances change. If something is not applicable, please mark N/A.

Throughout the course of a year, duties or needs of the individual or Unit may change, as can personal circumstances, workloads, and other priorities. This Performance for Growth process will be cognisant of such.

**Appendix 1.1: Performance 4 Growth Review Form(s)**

Performance 4 Growth Review Form

<b>Section 1: Review Details</b>			
<b>Reviewee Name:</b>	<b>Reviewee Job Title:</b>	<b>College/School/Unit:</b>	<b>Reviewer Name &amp; Title:</b>
<b>Reviewee Staff ID Number:</b>		<b>Reviewee Email:</b>	
<b>Date of last review (if applicable):</b>	<b>Date of current review meeting:</b>	<i>Please review Job Description with this review</i>	<i>Please provide the employee with the unit goals and strategic plan with this review.</i>

**NOTE: If this is your initial meeting Section 2 is not required to be completed, jump to Section 3.**

<b>Section 2: Review of last year’s Individual Goals and Objectives</b>
<p><b>Section 2 Guide Notes:</b></p> <ul style="list-style-type: none"> <li>• Section 2 is to be drafted by the Reviewee in advance of the Review Discussion with the Reviewer.</li> <li>• The Reviewee fills in the objectives for the past year and evaluates the extent to which they have achieved them.</li> <li>• The Reviewee submits Section 2 to the Reviewer one week prior to the review meeting via email.</li> <li>• If a previous review does not exist (for example a new staff member), the reviewee and reviewer should consider personal objectives agreed elsewhere, for example their probation meeting. If these are not available, the reviewee and reviewer should look at the objectives for the unit/function and consider how they contribute to these.</li> <li>• Reflect on how the Reviewee contributed to the University Values, including, equality, diversity, and inclusion activities, under the value of Respect; and how the Reviewee supported wellbeing activities during the period.</li> </ul>



- To complete this section, the Reviewee and Reviewer will need to read the College and Function/unit strategy as well as the previous year's objectives to understand the objectives relevant to them.
- It is important also that the Reviewee's job description is used as a reference point for completing this section.

Goals and objectives set for last year.	What progress have you (Reviewee) made in achieving these objectives?
<b>Any other comments:</b>	
Were there any problems/obstacles in the way of achieving your objectives?	How did you overcome these obstacles?



**Reviewer comments:**

**Section 3: Setting this year's objectives**

**Section 3 Guide Notes:**

- This section should be drafted initially by the Reviewee prior to the review meeting. At the review meeting the coming year objectives will be agreed between the reviewee and reviewer.
- Objectives/goals for the coming year(s) should support the key priorities of their School/Unit. Consideration should be given on how they will deliver these objectives/goals in alignment with the unit/school strategy, and University of Galway's strategy and values
- Reflect on how the Reviewee will contribute to the University Values, including, equality, diversity and inclusion activities, under the value of Respect;
- How will the Reviewee and Reviewer support wellbeing activities during the year

Objective	Actions to Progress Objectives	Timelines for Completion (Please state if timeline is short/long-term)



<b>What obstacles or issues, if any, do you feel may prevent you from achieving your objectives?</b>	<b>If relevant, how will you overcome these obstacles? What support may be required from your manager or the University?</b>	
<b>Any other comments:</b>		



**Section 4: Development**

**Section 4 Guide Notes:**

- This section should be drafted by the Reviewee prior to the review meeting.
- The development plan should support the Reviewee to achieve their goals/objectives, and also support continued performance in their current role and contributes to career development
- Areas for development would include areas in line with the University Values of Respect, Openness, Excellence, & Sustainability.

**Have you undertaken any Formal Training Programmes in the last 12 months? If yes, please specify**

	Benefits	Date of completion
Programme/Training/CPD 1:		
Programme/Training/CPD 2:		
Programme/Training/CPD 3:		

If not completed, please specify.

**Policies & Procedures**

**Section Guide Notes:**

This section should be drafted by the Reviewee prior to the review meeting.

Policies/Procedures	I have read, understood, and comply with the following (Y/N)	Comments
e.g., Staff Code of Conduct		



Insert any other policies relevant to the unit		

**Section 4.1: Development and support for the upcoming year**

Reflect on the current performance review to consider future areas for development and growth. Also, considering the objectives you have set for the upcoming year are there any formal training or development activities required to ensure successful completion of these objectives?

\*Remember a formal training programme is not always the most effective means of development or support required in meeting objectives. Please consider other options – e.g., work shadowing, managing a project, new equipment, improve personal teaching abilities etc.

**Section Guide Notes:**

This section should be drafted by the Reviewer and Reviewee together during the Review meeting.

Learning/Development goal	Actions/steps required	What formal/informal training can assist?	Who can provide support?	When will this be achieved by?

**Finalisation and outcome of Performance for Growth Review**

Achieved Expectations

Needs Improvement

The signatures below indicate that the Reviewee and Reviewer have discussed and agreed the Reviewee’s achievements to date, future performance objectives, career, and development goals for the next performance for growth cycle.



**Overall Reviewee Comments:**

**Overall Reviewer Comments:**

**Signed by Reviewer:**

**Date:**

**Signed by Reviewee:**

**Date:**

*(Signed copies of all the Review documents to be sent by the Reviewer to the Reviewee)*