**University of Bristol Development Review**

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|   | A Development Review is an open, supportive, two-way discussion between you and your reviewer. All staff at the University, regardless of role or contract, are expected to participate in a review to support their ongoing personal & professional development and wellbeing.You can find full guidance and support on conducting a purposeful and impactful Development Review meeting on the Staff Development webpages.<http://www.bristol.ac.uk/staffdevelopment/staff-review-development/> THE REVIEW CONVERSATION:The meeting should be structured around three key activities:\* Looking back over the time since your last review\* Looking ahead and planning your goals\* Summarising the meeting outcomes and agreeing actions together |

**Task 1: Looking back**

This section is for you to take stock of the period since your last review, reflect upon your main achievements and successes and summarise your progress against any goals or objectives you had previously set. You should capture your thoughts in this section before your meeting - you can always update it afterwards with any other points that arose.

Think about what you set out to achieve and what you managed to achieve. What has gone well and what challenges have you faced? Think also about your overall wellbeing at work and what might be done to enhance it. Finally, make a note of anything else you want to bring up with your reviewer at the meeting.

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**Task 2: Looking ahead**

Use this section to capture your aims and intentions for the coming months. These could be formal objectives or goals or a more holistic statement - you may wish to discuss with your reviewer beforehand how they would prefer you to document this forward planning. You can add notes to this section at any time, either before, during or after the meeting - whatever suits you and your reviewer best.

Think about how your objectives align with the wider goals of your team or even the university. Include your thoughts on how you intend to achieve your aims - what support or development will you need, from whom and by when? What learning or development opportunities already exist here in Develop that might help you? Finally, do you have any medium- to longer-term career goals or ambitions you wish to discuss with your reviewer?

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**Task 3: Reviewer’s summary of the review conversation**

This section is for your reviewer to summarise the key points of your review conversation and capture any goals or objectives that were agreed between you. They may also record here any other reflections on your achievements and overall development in the time since your last review.

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opment or personal ambitions? ?

**Task 4: Reviewee’s summary of the review conversation**

This final section is for you to record your summary of the review conversation and any final reflections. Once you and your reviewer have both agreed that the comments on the form are accurate and final, make sure all tasks are marked as 'done' (green tick icons are active) before you press the button to finalise the review.

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**Uploading your form to Develop and finalising it**

Even if you have completed this form offline, ideally it would still be uploaded to Develop and finalised in the platform so that your department/the University has a record that your Review meeting took place.

If you don’t have access to a computer to complete this step, your manager is able to do this on your behalf – see below for further instructions.

*How to upload your offline Development Review form to Develop:*

* If you have handwritten your answers into the form, you will need to scan it to create an electronic copy.
* In your Develop profile, locate the ‘My Development’ tab on the homepage then select ‘Development Review from the dropdown menu.
* Locate your new Development Review form. Brand new forms may be found under the ‘pending’ tab, or it may be under ‘Current’ if there has been some activity in the form already (e.g. your reviewer has entered some information).
* Open task 4 (your summary of the review) by selecting the round icon containing three dots. Click ‘Add attachments’ and upload the electronic copy of your form.
* If your manager is uploading your form on your behalf, they should instead attach the form to task 3 (their summary of the conversation).
* Mark all other tasks in the form as ‘done’ by opening each one in turn and clicking the Mark Done button. This will turn all the tick icons green.
* Once all tick icons are showing as green, you may finalise the form by selecting the Finalise Review button at the foot of the page.
* If your manager is completing this form on your behalf, they may finalise the form for you.