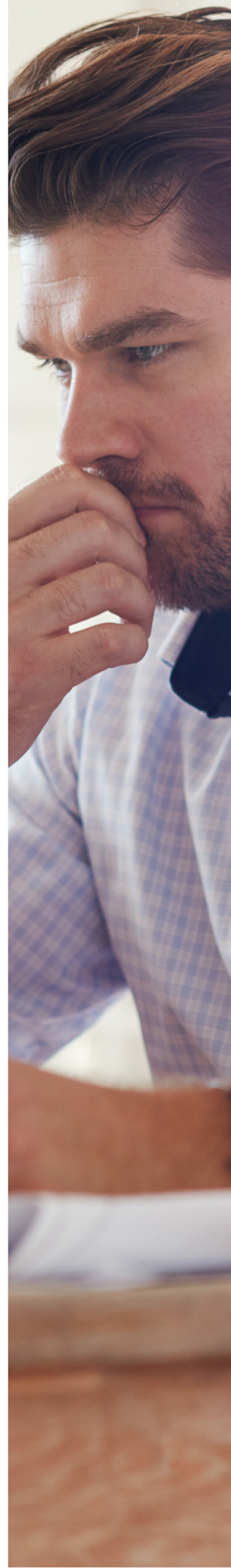


Developmental Review Checklist for Reviewees



Have you..?

- Read the Policy, Procedure and Guidelines
- Reviewed the FAQ document
- Completed the Reviewee Workshop
- Reviewed the University's Strategic Plan

Prepare for the Review Meeting

- Agree a suitable date, time and location to meet with your Reviewer
- Use Review Form 1 to prepare:
 - Reflect on previous objectives, achievements and challenges (if this is not your first review)
 - Think of objectives for the next review period (what they are and how they will be achieved, follow the SMART model)
 - Think of any supports that you may require to achieve your new objectives
 - Give some thought to your career development plan

At the Review Meeting

- Have a copy of Form 1 available to you at the meeting
- Engage with your Reviewer to maximise the value of your Developmental Review meeting
- Discuss progress on objectives, achievements and challenges from previous review period (if this is not your first review)
- Agree objectives for the next review period, making sure they are aligned to the University/Faculty/Department strategy
- Discuss any development supports that you may require to achieve your objectives
- Discuss your career development aspirations, seeking guidance from your Reviewer
- Be open to discussing feedback
- Finalise Form 1 and sign with your Reviewer

After the meeting

- Save a copy of the Form to refer to it when reviewing your progress on objectives during the year
- Continue to engage with your Reviewer during the 2-year review cycle through ongoing, quality conversations
- Participate in approved development opportunities