

# Developmental Review Checklist for Reviewers

## Have you..?

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

## Prepare for the Review Meeting

- Contact the Reviewee to schedule a suitable date, time and location to meet
- Consider sharing any details in advance of your meeting with your Reviewee, for example the Faculty/Department/Unit Strategy if available
- Ensure the meeting room is adequate to avoid interruptions - this may be a different place to your usual place of work
- If this is not the first review you are completing with the Reviewee, ensure you have the latest review form at hand

## At the Review Meeting

- Discuss progress on objectives, achievements and challenges from previous review period (if this is not your first review meeting with the Reviewee). Acknowledge the Reviewee's reflections, their contributions and strengths.
- Agree goals and objectives for the next review period, making sure they are aligned to the University/Faculty/Department strategy for that cycle
- Ensure the number of goals is reasonable (e.g. max. of 5) and the objectives in the action plan are SMART (the What, When and How are clearly defined)
- Discuss any development supports that the Reviewee may require to achieve their objectives
- Invite the Reviewee to share their career development aspirations, listen actively and provide guidance
- Sign the Form with the Reviewee when finalised

## After the meeting

- Save a copy of the Form to refer to it when checking in with the Reviewee during the review cycle
- Continue to engage with your Reviewee during the 2-year review cycle through ongoing, quality conversations where feedback is shared and challenges discussed
- Update Form 2 to HoD confirming the Review has taken place and noting any identified development actions that require HoD approval

