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**Ollscoil Mhá Nuad  
Maynooth University**

***Developmental Review Form 1***

**For Reviewees and Reviewers**

Please refer to the *Developmental Review* Guidelines and [MU Strategic Plan](https://www.maynoothuniversity.ie/presidents-office/maynooth-university-strategic-plan-2023-2028) before completing the form.

***Part 1: Review Details***

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| **Reviewee’s Name** |  |
| **Email** |  |
| **Department/School/Institute** |  |
| **Unit within Department (if applicable)** |  |

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| **Reviewer’s Name** |  |

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| --- | --- |
| **Date of Review Meeting** |  |
| **Review Period** | From: To: |

**Part 2: Reflection**

***Looking back on the last 24 months. To complete this section, you will need a copy of your last review form (if applicable, this will not apply if it is your first review).***

**2a. Review of goals, objectives and outcomes since the last review meeting**

What have you achieved in relation to your previous objectives?

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**2b. Review of development actions approved during the last review cycle**

This is an opportunity to reflect on and document the development initiatives you have been involved in during the last cycle and how they benefited you.

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**Part 3: Planning and Development**

**3a. Discussion on Career Development**

*Career Development Actions (if any)*

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**3b. Action Plan for the next 24 months**

***Reviewee: In preparing for your review consider key areas of your role and goals you would like to set yourself for the coming review period aligned to the Strategic Plan. Identify key objectives for these goals.***

*Goal = A general statement of what one hopes to achieve*

*Objective = A specific statement of expected outcomes based on a set ‘goal’*

*Action = what you need to do to meet your objectives*

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| **Work Goal:** | | | | **Development actions aligned to goals/objectives (if required). Include compliance courses and continuing professional development requirements, if relevant.** |
| Objectives to meet Goal. Be specific. | Action required | Timeframe | Enabling resources to achieve action e.g. time, funding |  |
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| **Work Goal:** | | | |  |
| Objectives to meet Goal. Be specific. | Action required | Timeframe | Enabling resources to achieve action e.g. time, funding |  |
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| **Work Goal:** | | | |  |
| Objectives to meet Goal. Be specific. | Action required | Timeframe | Enabling resources to achieve action e.g. time, funding |  |
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**Additional Notes**

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**Agreed Record of Review**

* The goals, objectives and actions for the coming 24 months have been agreed along with reasonable timeframes.
* A plan on how progress is monitored at regular intervals throughout the year has been agreed on.
* A date for the Mid Review meeting should be agreed.
* Development actions that have a budget requirement or require the input of the Head of Unit should be shared with the Head by the Reviewer, on Form 2. All other development actions agreed above should be actioned by the Reviewee within the timeframe agreed.

**Reviewee Signature:                                                        Date:**

**Reviewer Signature:                                                        Date:**

**Part 4: Mid – ReviewMeeting *(should normally take place within 12 months of the review)***

Discuss agreed goals, objectives and actions and development. Please document any changes to the above previously agreed objectives and actions.

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| **Work Goal:** | | | | **Development actions aligned to goals/objectives (if required). Include compliance courses and continuing professional development requirements, if relevant.** |
| Objectives to meet Goal. Be specific. | Action required | Timeframe | Enabling resources to achieve action e.g. time, funding |  |
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| **Work Goal:** | | | |  |
| Objectives to meet Goal. Be specific. | Action required | Timeframe | Enabling resources to achieve action e.g. time, funding |  |
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***Reviewee Signature:                                                         Date:***

***Reviewer Signature:                                                         Date:***

*The documentation created in relation to the Developmental Review framework shall be processed in accordance with data protection legislation and stored locally, on the University’s OneDrive, by the Reviewer until the start of the individuals next review, to facilitate the subsequent Review Meeting. After which it will be confidentially destroyed in accordance with the University's* [*Records Retention Schedules*](https://www.maynoothuniversity.ie/data-protection/personal-data-retention-schedules)*. The Reviewer must ensure that no party can access the form when saved. Any hard copies of the reviewees form should be confidentially shredded as soon as the review has been recorded on the online version of the form and saved. Reviewees can retain their form for as long as they remain employed by Maynooth University.*