

Staff Development and Performance Review +*with Effective Behaviours Framework self-assessment (MSA Job Family) for staff in grades 3 and above*

Full name	Click here to enter text.	Reviewer	Click here to enter text.
Job title + dept		Reviewer's post	
Date of meeting		Period covered by SDPR	

Before the meeting – reviewee should complete sections 1 and 2 and email to reviewer one week beforehand**Section 1: Review of last year's objectives**

Objective	Your progress	Reviewer's comments

Section 2: Self-assessment of professional behaviours

Reflect on your work over the past year and make an assessment of demonstrated strengths and development needs against the behavioural domains of the Effective Behaviours Framework for Management, Specialist and Administration job family. Assess yourself on the following scale: Excellent (doing well and going the extra mile); Good (doing what needs to be done in the job); or areas I would like to work on, choosing one behaviour in each category. Objectives for next year can be agreed at the meeting.

Self-assessment	Behaviour	Your comments and evidence	Feedback by reviewer	Ideas or requests for development opportunities	Objective for next year
Excellent: Doing well and going the extra mile	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Good: Doing what needs to be done in the job	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Self-assessment	Behaviour	Your comments and evidence	Feedback by reviewer	Ideas or requests for development opportunities	Objective for next year
Areas I could work on	Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Optional Team or SMART Objectives:

Relevant Behaviour/s	Objective	Measures	Timelines
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Choose an item.	Click here to enter text.	Click here to enter text.	Click here to enter text.

During or after the meeting

Section 3: Your professional development needs

What sort of training/experiences would benefit you in the next year? Not just job-skills – also your natural strengths and personal passions you’d like to develop – you and your work can benefit from these.

Click here to enter text.

Section 4: Additional comments

Use this section to comment on anything that has arisen out of the discussion that is not covered in the earlier sections, or any unresolved issues that require further action or communication, which you agree to pursue as appropriate.

Reviewee

Click here to enter text.

Reviewer:

Sign off

<p>Appraiser: Date: Click here to enter a date.</p>	<p>Appraisee: Date: Click here to enter a date.</p>
---	---