## Department of Chemistry

##### Staff review and development agenda – assistant/academic related staff

**Name:** Staff member  **Review date:**

**Draft Agenda**

The following is a draft agenda. Please let me know of any other agenda items you

would like to add, either before the above date or at the start of the review.

* General discussion re: achievements and progress since last review
* Targets for next 12 months
* Training/Development required to help meet targets
* Views on your future development and career aspirations
* General discussion re: how we can improve the way we work in Chemistry

**Preparing for your Review**

If possible, please bring the responsibilities part of your role description to your review.

**It would be helpful if you could consider the following questions prior to the review.**

1. What have been your main achievements since your last review?
2. Which skills have you developed in that period?
3. What areas of difficulty have you found, if any?
4. Are there any staff development activities that were planned that did not happen?
5. What aspects of your role do you wish to improve/develop?
6. Are there any skills you have that you feel are not being fully utilised and you would be interested in developing?
7. What do you feel should be your key targets for the next 12 months?
8. What training and development do you feel you need to support you?
9. For the future, what career developments or personal aspirations do you wish to be considered?