**UNIVERSITY OF DUNDEE**

**REVIEW OF GRADE 10 PROFESSIONAL SERVICES STAFF**

**(includes Members of UEG)**

**Reviewee: Directorate:**

**Reviewer: Date of Review:**

**The policy and procedure can be found at:**

[**https://www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessforseniorstaff/**](https://www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessforseniorstaff/)

1. **PERSONAL ACHIEVEMENTS** *(to be completed by Reviewee)*
2. Objectives from the previous year attached. **YES/NO**

*(If NO, please state reason)*

1. Detail your achievements against your objectives from the previous year.

*(If you do not have written objectives, nevertheless, detail your achievements for the period.)*

1. Indicate what you consider to be your successes in contributing to the Directorate’s or University’s strategy over the period.
2. Indicate which objectives have and have not been fulfilled as intended and give reasons.
3. Comment on any factors that have impacted on achieving your objectives.
4. Indicate the training and development activities you have undertaken during the period and how you have used the learning.
5. **Reviewee’s Overall Comments** *(to be completed by Reviewee)*
6. **Reviewer’s Summary of Reviewee’s Performance over the period** *(to be completed by the Reviewer)*
7. **Performance Rating**

*E – Exceptional, EE - Exceeds expectations. ME - Meets expectations, ME - Meets expectations, IR - Improvement required.*

*See Section 8 of the University’s Reward Policy for Grade 10 Staff:* <https://www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessforseniorstaff/>

**Part 5 Looking Forward - Objectives**

*(This section should be drafted by member of staff and finalised following discussion with Reviewer.)*

Note here the **objectives for the year ahead**. Note the date each objective is due to be delivered. In the third column comment on anything relevant to achieving the objectives, e.g. should involve colleagues or should take into account another project or funding decision. Objective should be linked to **both** the delivery of University and School/Directive objectives and values in action.

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| **Objective**  Include what is to be achieved and the delivery date agreed for each objective. | **Due** | **Comments** |
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