

# Personal Development Review

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OCDEM

Factsheet No.19

## Personal Development Review (PDR) Scheme

RDM runs a compulsory annual PDR Scheme for all staff who have completed their probationary period. The scheme aims to allow staff to discuss their progress, objectives and training needs with their line manager, and to receive feedback on their performance and achievements. It is also an opportunity to discuss what support may be needed to achieve future objectives & goals, any changes to job descriptions, and to discuss career plans, including agreeing training requirements.

## Benefits of PDR

PDR is a two way dialogue between a reviewee and their line manager — a process of self-reflection and assessment, which results in the identification of training and development needs as well as the setting of agreed objectives for the coming year. It also seeks to ensure that there is a consistent framework for performance and development management across RDM.

## What does a PDR cover?

PDRs are structured in three parts – preparation for the annual meeting, the meeting itself, and agreed follow-up actions.

Once you have completed your probationary period, you should be notified by your line manager when a PDR is due. If you do not hear within 9 months of the completion of your probationary period, check with your line manager or local HR team. Prior to the meeting you should

complete a PDR form and send it to your line manager, who should look at it and send any further comments for discussion in advance of the meeting. The meeting itself is an opportunity for you and your line manager to reflect on progress, achievements and difficulties encountered, and to set and agree objectives for the year ahead, discuss career aims and agree any training or development actions. Subsequent to the meeting, any agreed actions should be followed up.

The PDR is also an opportunity to record any additional duties that the reviewee has taken on e.g. outreach, committee membership, as well as an opportunity to discuss issues of work-life balance and flexible working.

## PDR Form

Each RDM division has its own local process and PDR form, with sections to be completed by the reviewee and others by the line manager. A blank form is available from your local HR Officer (Aleksandra Langos-Baker). Completed forms should be signed by both parties and returned to your HR Officer for your employee file.

## Training for Line Managers

The Oxford Learning Institute offers an online training course for line managers on PDR. See: [www.learning.ox.ac.uk/seminar\\_desc.php?cat=az&ls=&cc=PER/PDR/ONLI&page=3&id=1047](http://www.learning.ox.ac.uk/seminar_desc.php?cat=az&ls=&cc=PER/PDR/ONLI&page=3&id=1047)

## *Your Responsibilities*

As a reviewee you should:

- Set aside sufficient time to prepare
- Complete the PDR paperwork before your meeting
- Be confident & put forward suggestions
- Ask questions
- Listen to constructive feedback
- Reflect on your achievements
- Reflect on areas for improvement
- Think about your objectives for the year ahead
- Identify how your manager could help with achieving these
- Research training & development opportunities
- Follow up on agreed objectives and actions with your line manager after your PDR has taken place

Remember, a PDR should be conducted in an open, respectful and constructive manner.

## Oxford Centre for Diabetes, Endocrinology and Metabolism

A PDR Toolkit has been developed for line managers. To get a copy, please contact your local HR officer or visit the Working at RDM web pages:

<http://www.rdm.ox.ac.uk/working-at-rdm>

HR Officer Sends PDR  
Reminder Email and Blank  
Form to Reviewee and  
Line Manager

PDR Meeting Arranged

Reviewee and Line  
Manager Fill In Relevant  
Sections of PDR Form  
Before Meeting

PDR Meeting Takes  
Place

Objectives for the Year  
Ahead and Development  
Actions Agreed

Copy of Signed Form  
Returned to HR Officer

Reviewee and HR Officer  
Follow Up Any Outstanding  
Agreed Actions with  
Line Manager

## Your Responsibilities

As a line manager, you should:

- Remember that this is an important part of your normal duties and treat it seriously
- Set aside sufficient time to prepare and consult relevant documents e.g. job description
- Think carefully about what you want to say
- Remember that each person has different motivational needs
- Be constructive, open and clear with your feedback
- Use praise to recognise effort
- If you disagree with the reviewee, say so in a professional manner
- Consider what support you can give to your reviewee in achieving their objectives
- Be aware of available training & development opportunities

## For More Information Contact

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[www.rdm.ox.ac.uk/personal-development-review-pdr](http://www.rdm.ox.ac.uk/personal-development-review-pdr)  
[www.learning.ox.ac.uk/pdr/](http://www.learning.ox.ac.uk/pdr/)