

PD9 Preparation for review meetings: Planning your agenda

Phase 1 – Induction

General induction to the University (includes briefing on career reviews)

Agenda items for review meeting (emphasis on planning within current role)

- Preliminary project planning
- Review of any project-related skills gaps
- Discuss priorities and methods for development
- Agree time for development
- Complete documentation
- Set a date for the next meeting

Phase 2 – Core research time

Regular career review meetings

Agenda items for review meetings (emphasis on future within or outside HE)

- Progress over the past 6 months
- Discuss self-evaluation/feedback
- Explore possible development aims – emphasis on personal transferable skills
- Discuss development methods
- Explore other support/resources that might be needed
- Agree goals for the next 6 months (Specific, Measurable, Achievable, Relevant, Timed)
- Complete documentation
- Set a date for the next meeting

Phase 3 – End of contract

4-6 months prior to end of contract

Agenda items for review meeting (emphasis on transition to next career step)

- Progress over the last 6 months and project as a whole
- Discussion of skills required for the next role
- Discuss development methods
- Explore other support/resources that might be needed
- Agree goals
- Agree time for development/interviews/career guidance etc
- Complete documentation

Record of review meeting

Development needs for coming 6 months	Action required	By whom (initials)	By when

Researcher:

Signature:

Date:

Supervisor:

Signature:

Department

Date of next review meeting:
