



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Henni Test

Feedback for Performance 2017

01/05/2017 to 01/05/2018

Reviewer: Cristina Test

Introduction

The Process

- Agree a review date with your appraiser and "SET DATE" above.
- Complete "My work to date" & "Planning Ahead"
- You can save and come back to your form at any time.
- When you have completed your parts of the form click on "SHARE AND CLOSE" above.
- Have your 1:1 review.
- After your meeting complete the "Outcomes" section and amend any other sections if necessary.
- When you have finished you can "FINALISE" the form by clicking above.

review flow chart

Part A: My work to date

Please complete this section prior to the staff review conversation.

Q1: Summarise the main objectives you have been working to over the past year, where applicable, and reflect upon your main achievements and successes.

- **Main Objectives** - The first time you use the system you will need to input any objectives from last year manually. For subsequent reviews this will be done automatically.
- **Outcomes** - Please indicate how fully the objective has been achieved and how this can be evidenced.
- **Support** - You may wish to mention key aspects that helped you achieve this objective.
- **Barriers** - You may wish to indicate any barriers you may or may not have overcome.

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Main objectives	Outcomes	Support	Barriers
Reviewer comments			
Reviewer to complete.			

Q2: Are there any other notable achievements or successes?

Reviewee comments
Reviewer comments
Reviewer to complete.

Q3: Training and Development

Please view development in its widest sense and include skills learned on the job, conferences attended and opportunities to take on new responsibilities as well as formal courses. Where the University requires you to participate in development activity as a requirement for the role please ensure you review progress, successes and issues.

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What training (including IT-training) or other development have you completed? What new skills (including IT-skills) or knowledge did you acquire and how has it helped you in your job?

Reviewer comments
Reviewer to complete.

Q4: What skills, abilities and strengths, if any, are not being fully used in your current role?

It may also be useful to reflect on skills, abilities and strengths that could be utilised moving forward in your career.

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Reviewee comments
Reviewer comments
Reviewer to complete.

Part B: Planning Ahead

Please complete this section as a draft prior to the staff review conversation.

Q1: What are your objectives for the next twelve months?

There are a number of ways you might approach writing objectives and you might wish to try either of the following two 'models':

- **Specific** - be clear about what is to be achieved and how.
- **Simple** - about one thing, not lots together
- **Attainable** - within your sphere of influence.

OR:

- **Specific** - be clear about what is to be achieved and how.
- **Measurable** - be sure that your objective can be measured so you will know when you have succeeded.
- **Achievable** - within your sphere of influence.
- **Relevant** - objectives should fit with the departmental needs and the expectations of your role.
- **Timed** - set a timescale for achieving your objective.

e.g. "I will update the new system with the 2012 data by July."

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Objective	To be achieved by	How will you know you've achieved it?	Do you require any support to achieve this?
Reviewer comments			
Reviewer to complete.			

Q2: What are your training and development needs for the next 12 months?

This is an opportunity for both the reviewee and the reviewer to discuss future plans, including promotion and progression.

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Reviewee comments
Reviewer comments
Reviewer to complete.

Q3: What are your longer-term career development or personal ambitions?

Reviewee comments

Reviewer comments

Reviewer to complete.

Q4: Is there anything else you would like to raise in your staff review?

Reviewee comments

Reviewer comments

Reviewer to complete.

Part C: Outcomes

Please complete this section after the staff review conversation.

Please use this section to record your summary of the meeting, what you discussed, any actions that you agreed to take and when they were to be completed by.

- Actions will not happen solely as a result of the discussion
- Make diary notes to take forward commitments
- Break actions down into manageable chunks, set and record milestones
- You may also want to make a diary note of the actions the other party has committed to deliver
- MyReview includes a 'notes' tool on the home page, use this at any time to record progress against an objective, upload evidence or simply record how you think things are going. You can choose to keep this private or share it with your manager - have a look, if it helps use it.

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Reviewee's summary of their review	
Reviewee's agreed actions	Deadline

Reviewer's summary of the review	
Reviewer to complete.	
Reviewer's agreed actions	Deadline
Reviewer to complete.	