

**CONFIDENTIAL**

<h1>Trinity College Dublin</h1> <h2>Performance Management &amp; Development Form</h2>
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**Before completing this form, please ensure that you read the Performance Management and Development Scheme (PMDS) Guidelines which are available on the web site.**

Name: \_\_\_\_\_

Staff No: \_\_\_\_\_

Grade: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Unit: \_\_\_\_\_

Date appointed to  
Current job/post: \_\_\_\_\_

PMDS Discussion/Review Date:  
\_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

Job Title/Position  
\_\_\_\_\_

**Documentation for Performance Management and Development is made up of the following:**

<b>Section 1:</b>	<b>Planning for the meeting (to be completed by Reviewee prior to meeting)</b>
<b>Section 2:</b>	<b>Agreed Performance Objectives including optional Career Development (to be completed at or shortly after the meeting by Reviewee)</b>
<b>Section 3:</b>	<b>Reviewing Performance</b>

## Section 1: Planning for the Meeting

*Reviewee's proposal for year ahead – given to Reviewer prior to planning meeting*

**Reviewee:** Please complete (Section 1: planning for the meeting) below and give to your Reviewer one week before the meeting

Your Key Duties/Areas of Responsibility	
Any major projects or initiatives due to come on line?	
Do you see any problems arising that may be a barrier to your performance in your area?	
What form of training or support do you feel would assist you in your current position?	
How do you see your career developing over the coming year? (optional)	

**Any other thoughts or comments:**

## Section 2: Agreed Performance Objectives

**Reviewee:** Complete (Section 2: Agreed Performance Objectives) at the planning meeting or shortly after the planning meeting in agreement with your Reviewer

Performance Objectives – Role related	
Performance Objectives	Desired Outcomes
1.	
2.	
3.	
Development Objective (education/training/ other)	
Development Objectives	Desired Outcomes
1.	
2.	
3.	
Career Development – (Optional)	
<b>Desired future career direction</b>	
Career Development Goals (To be achieved)	Actions (To take)
<b>Mid-range</b> (around 1-2 years)	
<b>Longer range</b> (4-5 years)	

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Reviewer**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Reviewee**

*It is important to note that, subject to joint agreement, objectives may need to be updated during the year should circumstances change.*

## Section 3: Reviewing Performance

(First time – end of Year 1)

### Review of performance against agreed objectives

Performance Objectives	Outcomes
Development Objectives	Outcomes

**Concluding comments – Reviewer:**

**Concluding comments – Reviewee:**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Reviewer**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Reviewee**