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| **Reviewee:**Click or tap here to enter text. | **Job Role:**Click or tap here to enter text. |
| **Reviewer:**Click or tap here to enter text. | **Role in relation to Reviewee:**Choose an item. |
| **Career conversation for the year:** **2021-2022** | Career conversation (date): Click or tap to enter a date.6-month follow up: (date): Click or tap to enter a date. |
| 1. **What have been your main achievements or contributions for the past 12 months?** You can include contributions outside work such as volunteering or community support.
 |
| Click or tap here to enter text. |
| 1. **What is / has been the most challenging aspect of your role over the last 12 months?**
 |
| Click or tap here to enter text. |
| 1. **What progress have you made against your previous objectives?**
 |
| Click or tap here to enter text. |
| 1. **What are your key priorities or objectives for the forthcoming year?**
 |
| Click or tap here to enter text. |
| 1. **How will these priorities or objectives fit with your team, group or the Department?**
 |
| Click or tap here to enter text. |
| 1. **What are the key areas you need to improve?**

(Consider what can you START doing, STOP doing or DO MORE of). |
| Click or tap here to enter text. |
| 1. **What are your long-term career plans?** Examples can include developing an area of work-related interest or skill, engaging in Departmental activities/committees, pursing a qualification, promotion, or applying for a higher graded role. If you have no career aspirations, you can still talk about what goes well and less well in your job and identify areas that could be improved or just let your reviewer know that everything is going well. Remember that aspirations come in different forms, and this can be a change of hours, a sideways move or retirement.
 |
| Click or tap here to enter text. |
| 1. **What training or support do you need to carry out your role effectively and to meet your career objectives?**

Note: The [Training and Development](https://sharepoint.nexus.ox.ac.uk/sites/DPAG/EDI/SitePages/Training%20and%20Development.aspx) page of the intranet may be a useful place to start when looking for resources. In addition, the [Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) or [Association of University Administrators CPD Framework](https://aua.ac.uk/professional-development/cpd-framework/#:~:text=The%20AUA%20CPD%20Framework%20is%20a%20versatile%20tool,be%20applied%20across%20all%20roles%20in%20the%20sector.) can be useful tools for identifying areas for personal development. |
| **Area for development** | **How I will achieve this** (mentoring, workshops, seminars, courses, etc) | **What I will do next** | **Resources needed** | **When** (target date) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
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| 1. **Have you completed all DPAG Mandatory Training?**
 |
| [ ]  Anti-Bullying and Harassment | [ ]  Equality and Diversity Briefing |
| [ ]  Tackling Race Bias at Work | [ ]  Information Security and Data Privacy |
| [ ]  Implicit Bias in the Workplace (mandatory for all involved in student or staff recruitment) | [ ]  Recruitment and Selection (mandatory for recruitment panel members) |
| If not, please **do so within the next 3 months** and send your certificate of completion for each to: athenaswan@dpag.ox.ac.uk<https://sharepoint.nexus.ox.ac.uk/sites/DPAG/EDI/SitePages/Mandatory%20Training.aspx>  |
| 1. **Reviewer feedback and brief summary of Career Conversation**
 |
| Click or tap here to enter text. |
| **Signed by Reviewer:** Click or tap here to enter text.**Date:** Click or tap to enter a date. |
| **Signed by Reviewee:** Click or tap here to enter text.I Choose an item. that this is a true reflection of our discussion.I would like to add: Click or tap here to enter text.**Date:** Click or tap to enter a date. |