**Review and development scheme (RDS) Form for Support Staff**

**Introduction**

It is important that all roles within the University support the delivery of the University’s strategy and that every employee is aware of how they contribute to the overall success of the University. The Review and Development Scheme (RDS) has been designed to support this aim.

**The key objectives of the RDS are:**

* To have a formal constructive two way discussion between manager and employee annually.
* To review the past year, providing feedback, identifying successes and learning from problems in the achievement of last year’s objectives.
* To agree realistic goals for the future, taking into consideration the objectives of the School/Unit/University, the knowledge, skills and attitude of the employee and their career development aspirations.

**Timetable**

The RDS cycle will run from January to June or June to December each year, depending on the School/Unit planning cycle. Human Resources will contact all Heads of School/Unit to confirm which cycle completion will be undertaken and to seek confirmation once the process has been completed.

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| **Stage 1** | Sections **A & B** of form completed by reviewer and issued to reviewee prior to the meeting. |
| **Stage 2** | Reviewee completes section **C and F** and updates section **E** if objectives set for previous year. This is passed back to the reviewer in advance of the meeting. |
| **Stage 3** | **RDS Meeting:**   * Reviewee and reviewer discuss role and previous objectives, if applicable and any issues experienced. * Both parties must agree future objectives, timescales including any interim review periods if relevant and training/development needs to meet objectives. |
| **Stage 4** | **After meeting:**   * Reviewer completes sections **D, E** & Training and development document (if required). * Form signed off by reviewee and reviewer and passed to Head of School/Unit. * Reviewer along with Head of School/Unit should consider training and development needs and if necessary seek advice from CAPOD. |

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| **Section A: Reviewee/reviewer details (Completed by reviewee)** | | | |
| **REVIEWEE:** |  | **DATE OF RDS MEETING:** |  |
| **POSITION:** |  | **DATE OF LAST RDS MEETING:** |  |
| **SCHOOL/UNIT:** |  | **REVIEWER:** |  |

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| **Section B: School/Unit Objectives**  **(Completed by reviewer prior to issuing form)** |
| **Provide a brief summary of current School/Unit objectives and/or team goals and values** |
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| **Section C: Reflection on successes/issues over past 12 months**  **(completed by reviewee prior to meeting)** |
| Looking back over the last 12 months, constructively evaluate and reflect on progress: this could include what worked well/issues experienced, what has been learned and any feedback received. This should include your contribution to upholding the values of the School/Unit for example, support you may have provided to colleagues, feedback you have received on exceptional service. |
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| **Section D: Reviewer**  **(Discussed during meeting and finalised after meeting)** |
| This section is for the reviewer to complete. It could include:   * any general issues relating to the reviewee. * main achievements achieved by reviewee with reference to the previous year. * feedback on performance and contribution to School/Unit/University. |
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**Section E: Objective Setting (Current form updated prior to meeting by reviewee. New Form completed during/after meeting by Reviewer)**

Please record all agreed objectives for the forthcoming 12 month period during/after the meeting. The number of objectives should be realistic and achievable based on workload (the 6 boxes are for guidance only). Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time bound). In addition, the Reviewee and Reviewer should discuss any Training and Development activities to be undertaken to support the objectives and record these in the training and development form. When updating the current form, please clearly state if objectives met.

|  | **Objective to support School/Unit/University Objectives** | **Measurement/Success Indicator** | **Target Date** | **Final Update e.g. how met success measures/indicators etc.**  **(To be completed at annual RDS meeting as appropriate)** |
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**\*Schools/Units may find it appropriate to hold an interim review to continually assess progress towards targets**

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| **Section F:** **Please state the date when you last completed the following University of St Andrews EDI Training** |
| Diversity in the Workplace Online Training Module -  Staff Unconscious Bias Online Training Module - |

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| **Section G: Any other points for discussion** |
| **Use this as an opportunity to reflect on your longer term ambitions and how you feel the School/Unit can help you achieve these.** |
| 🞏 Grade review was discussed. |

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| **Section H: Sign off (Completed after meeting)** | |
| **Reviewee:** | **Date:** |
| **Reviewer:** | **Date:** |
| **Head of School/Unit:** | **Date:** |