



Performance and Development Review (PDR) Example Forms

For the purposes of the training sessions, some example forms have been developed. These forms are included to demonstrate that there is flexibility in the way the form is used to summarise the discussions in the PDR meetings, particularly Section A, which reviews the outcomes from the previous year.

The important thing to remember as a reviewer is that you should discuss both *what* was expected of the reviewee and *how* well they achieved those things and *how* they applied their skills, knowledge and behaviour at work (the competencies).

The three examples that were developed are:

1. Jo Bloggs, Administrative Assistant

In Section A, three key tasks from the job description have been highlighted plus two key goals from the previous PDR. These are discussed on the right.

In Section B, the summary comments briefly cover all the competency areas.

2. Liam Bloggs, Senior Laboratory Technician

In Section A, the reviewer has looked at each competency area and identified some key tasks from the job description that are relevant to each competency.

3. Mary Bloggs, Department Administrator

In Section A, the key outcomes from job description have been used to structure Section A.

Reviewers may find it helpful to structure Section A of the form in other ways, for example:

- The eleven questions in the form 'Preparing for the Performance and Development Review'
- The objectives

Performance And Development Review Pdr Example Forms

Camilla Rothe



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Table of Contents Performance And Development Review Pdr Example Forms

1. Understanding the eBook Performance And Development Review Pdr Example Forms
 - The Rise of Digital Reading Performance And Development Review Pdr Example Forms
 - Advantages of eBooks Over Traditional Books
2. Identifying Performance And Development Review Pdr Example Forms
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Performance And Development Review Pdr Example Forms
 - User-Friendly Interface
4. Exploring eBook Recommendations from Performance And Development Review Pdr Example Forms
 - Personalized Recommendations
 - Performance And Development Review Pdr Example Forms User Reviews and Ratings
 - Performance And Development Review Pdr Example Forms and Bestseller Lists
5. Accessing Performance And Development Review Pdr Example Forms Free and Paid eBooks

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- Performance And Development Review Pdr Example Forms Public Domain eBooks
 - Performance And Development Review Pdr Example Forms eBook Subscription Services
 - Performance And Development Review Pdr Example Forms Budget-Friendly Options
6. Navigating Performance And Development Review Pdr Example Forms eBook Formats
 - ePub, PDF, MOBI, and More
 - Performance And Development Review Pdr Example Forms Compatibility with Devices
 - Performance And Development Review Pdr Example Forms Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Performance And Development Review Pdr Example Forms
 - Highlighting and Note-Taking Performance And Development Review Pdr Example Forms
 - Interactive Elements Performance And Development Review Pdr Example Forms
 8. Staying Engaged with Performance And Development Review Pdr Example Forms
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Performance And Development Review Pdr Example Forms
 9. Balancing eBooks and Physical Books Performance And Development Review Pdr Example Forms
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Performance And Development Review Pdr Example Forms
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Performance And Development Review Pdr Example Forms
 - Setting Reading Goals Performance And Development Review Pdr Example Forms
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Performance And Development Review Pdr Example Forms
 - Fact-Checking eBook Content of Performance And Development Review Pdr Example Forms
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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