|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Department/division: |  |
| Academic year: |  | Role: |  |
| Line manager name: |  | Date of end of year review: |  |

The progress review should focus on the individual’s wellbeing as well as their progress in agreed areas. Guidance and useful resources can be found in the [CDR Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/CDR-Toolkit/CDR-Toolkit#_blank) and on the [Staff Resources webpage](https://login.microsoftonline.com/5567eafd-e777-42a5-91bb-9440fd43b893/wsfed?wtrealm=https%3a%2f%2fcms-ilse.cloud.contensis.com%2fauthenticate%2f&wctx=WsFedOwinState%3dPOec46dRq7860ulIfno9zxXx_Qf9UWO85MaFRiwInwvzYZ-oomc98AtRspvsHM-mJzX_qHs_eNNKUrIncYAqKDS_iWsD8y6kTHOTNVpFeYslgxtCakTOu1vZ-CTbxMawayHIZSEwAyLELfC-r0bW-q3Xryx9-9NWfebwa4uS7TSjU-lkx7wj-1z-X44KD4CxMIJIxfb3ut1LgCNjSgBA6g6dcjU&wa=wsignin1.0#_blank) and [Staff Wellbeing pages](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Staff-Wellbeing#_blank).  As part of your CDR you should also focus on how you implement LSE’s [Effective Behaviours framework](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Effective-Behaviours-Framework-FWOW-revised-July-2021.pdf) in your role. For an overview of the consolidated CDR process, [please watch this video](https://youtu.be/puWMESGPHkU).

**Section 1: standards/objectives**

What were your key performance standards / objectives and activities for the past year and have they been met? What comments do you have on each?

|  |  |
| --- | --- |
| **Description of expected standards/objectives** | **Achieved Y/N?** |
|  |  |
| **Staff member’s overall comments** | |
|  | |
| **Line manager’s overall comments** | |
|  | |

**Section 2: Personal and professional development**

What Personal and professional development and / or other support (if any) would help you with your role, or would you like to explore?

| **Learning and development and / or other support priority** |
| --- |
|  |

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Surname** |  | **First name** |  | **Completion date** | Click here to enter a date. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Surname** |  | **First name** |  | **Completion date** | Click here to enter a date. | |