

Check out these sequentially numbered information boxes throughout this example form to know what to do when.

Career Development Review (Professional Services Staff)

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](#) and on the [Staff Resources webpage](#) and [Staff Wellbeing pages](#). As part of your CDR you should also focus on how you implement LSE's [Effective Behaviours framework](#) in your role. For an overview of the consolidated CDR process, [please watch this video](#).

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?
Manage the shared inbox to ensure all correspondence is replied to within 48 working hours by replying where appropriate and triaging other queries and tracking to ensure the person responsible follows up within the 48 hours.	
Staff member's overall comments	
Line manager's overall comments	


1. Complete this box together with your line manager at the beginning of the year answering the why? How? And by when? Of the SMART model as appropriate to each standard

4. You can complete these boxes together in the end of year meeting and share it, or you can in turn type up your comments and share the document. The final version you have both agreed on and signed, should be the one uploaded to the HR system.

3. Discuss this box together in the end of year meeting, marking Y or N for each standard or objective. Make sure you discuss why they have or haven't been achieved.

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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2. Alongside agreeing your standards/objectives for the year, discuss any development you might want or need. This can be personal, professional or career focused.

Surname	<input type="text"/>	First name	<input type="text"/>	Completion date	<input type="text" value="Click here to enter a date."/>
Surname	<input type="text"/>	First name	<input type="text"/>	Completion date	<input type="text" value="Click here to enter a date."/>