

## ADDITIONAL SUPPORT FOR CAREER DEVELOPMENT REVIEWEES – SOME HELPFUL TIPS

### LSE Career Development Review (CDR) scheme

The School has a Career Development Review (CDR) scheme which is designed for all research staff throughout their LSE career. Further guidance and the CDR form are available [here](#).

### Some helpful tips

This guide sets out a range of tips that you might find helpful in preparing for CDR meeting with the reviewer. The list is not exhaustive and some elements may be more applicable than others, depending on which stage of your career you're at.

- The CDR meeting is intended to allow for an open and constructive exchange of views, which as well as taking into account future plans enables a review of past performance, achievements and experience.
- Remember to ensure that you have completed the relevant sections of the form:
  - Section A has been completed by the reviewee
  - Section B has been completed by the reviewer
  - Section C has been agreed by the reviewer and reviewee
  - The 'Agreed Career and Professional Development Activities' section has also been completed.
  - All parties have signed the form at the end
  - You have provided your department/centre with your CV to accompany the CDR form.
- Planning and preparation are key so start early – it's never too early to start thinking about your CDR meeting.
- Speak to your mentor if you have one - they might be able to provide you with further advice in preparation for your CDR meeting. (Further information on mentoring is available [here](#)).
- Review where you are now, where you want to be and the skills you need to gain to fill in any gaps.
- Identify the skills gaps and think about how you might address them e.g. via courses, gaining experience and confidence or seeking out informal development opportunities and then discuss them at your CDR meeting. Take a look at the [LSE professional development courses](#) and [workshops specifically designed for research staff](#)
- Make your action points **SMART**:
  - **Specific** - break your goals down to actual discrete actions you can undertake and outcomes that can be evidenced
  - **Measurable** - you need to be able to say whether or not you have completed what you commit to. Therefore avoid thinking in terms of 'some', 'many', etc.
  - **Aspirational** - consider including actions in your action plan that you may not other undertake in any case (although there is value in thinking about what skills you gain from everything you do)
  - **Realistic** – be careful not to give yourself too many, or too difficult, actions to do in the time available: don't set yourself up to fail
  - **Time limited** - Put deadlines to your actions and set up reminders for yourself.
- Follow up! Ensure that you act on areas you have identified as needing further development.