

# PDR CHECKLIST: Professional Services

<b>1.</b>	<b>Completion of mandatory training</b> Please indicate the date on which you completed each course <i>You can check dates of completion by clicking on the Learning and Development tab</i>	
	E&D essentials (date should be in last 5 years)	Yes / No
	Understanding unconscious bias (date should be in last 5 years)	Yes / No
	Introduction to GDPR	Yes / No
	Information security awareness	Yes / No

<b>2.</b>	<b>Staff with line management responsibilities ONLY</b>	Yes / No
	Implementing reasonable adjustments	Date
	<b>Mentoring</b>	
	Do you have a mentor?	Yes / No
	If "No", would you like a mentor?	Yes / No
	Are you a mentor?	Yes / No
	If "No", would you like to become a mentor?	Yes / No
	If "Yes", how many mentees do you have?	
	Do you have capacity to take on more mentees and, if so, how many?	

<b>3.</b>	<b>Workload and objectives</b>	
	Have you discussed your workload, including any significant changes due to COVID and how to mitigate any problems that have arisen/may arise?	Yes / No
	Have you discussed objectives for next year?	Yes / No
	If "No", why not?	

<b>4.</b>	<b>Development/future plans</b>	
	Have you discussed career progression?	Yes / No
	Have you discussed training/support needs in relation to objectives and career development?	Yes / No
	Has at least one personal development action been agreed? e.g., secondment, shadowing, external training if not available within UofG	Yes / No
	Do you have a funding end date?	Yes / No
	If "Yes", what is the end date?	
	If "Yes" have subsequent career plans been discussed?	Yes / No

<b>Document Control</b>	
Document name	Professional Services PDR Checklist
Implementation date	July 2022
Last reviewed	June 2022
Next review	July 2023
Owner	Central People & OD – Performance, Pay and Reward
Drafted by	Director of Performance and Reward