### Performance and Development Review 2022/2023 *Checklist for professional services staff (MPA, Tech, Ops)*

### SECTION 1 Please complete prior to your PDR

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| **Name** | Click or tap here to enter text |
| **Job family** | Choose an item |
| **Unit** | Choose an item |

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| **Completion of mandatory training** Please indicate the date on which you completed each course*You can check dates of completion from the learning and development tab within the HR Self Service Portal If you are repeating a course, this may NOT automatically update in HR Core. Please keep a note of the date of completion.* |
| [Diversity in the workplace](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#equalityanddiversityessentials(mandatoryforallstaff)) (date in last 5 years) *previously “E&D essentials”* | Select or enter date |
| [Understanding unconscious bias](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#understandingunconsciousbias) (date in last 5 years) | Select or enter date |
| [The effective bystander](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/staff/training/e-learning/#theeffectivebystander) | Select or enter date |
| [Introduction to GDPR](http://moodle2.gla.ac.uk/course/view.php?id=13069) | Select or enter date |
| [Information security awareness](https://www.gla.ac.uk/myglasgow/it/informationsecurity/awarenessmodule/) | Select or enter date |
| [Let's talk about race in the workplace](https://moodle.gla.ac.uk/course/view.php?id=25609#section-1)  | Select or enter date |
| ***For research support staff ONLY*** [Staff research integrity](https://moodle.gla.ac.uk/course/view.php?id=21595) | Select or enter date |

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| **Completion of mandatory training (staff with line management responsibilities)***Please also complete these courses if you are shortly to become a line manager* |
| **Current line management responsibilities**  | [ ]  None | [ ]  Manage R&T  | [ ]  Manage PS  |
| [Implementing reasonable adjustments](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/training/e-learning/#implementingreasonableadjustments(mandatoryforallline-managersandsupervisors)) | Select or enter date |
| ***For completion ONLY by staff who line manage R&T staff*** [Academic appointment and promotion](https://moodle.gla.ac.uk/course/view.php?id=12639) (date in last 5 years) | Select or enter date |
| ***For completion ONLY by staff who line manage PS staff*** [Career development for professional services staff](https://moodle.gla.ac.uk/course/view.php?id=13402) (date in last 5 years) | Select or enter date |

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| **Athena Swan (AS)** |  |
| **Are you a member of an AS group?** (workload allocation=10 hrs) | Choose an item |
| If “Yes”, which group(s)?  | Click or tap here to enter text |
| **Are you a chair or co-chair of an AS group?** (workload allocation=50 hrs) | Choose an item |
| If “Yes”, which group?  | Click or tap here to enter text |
| **Other SHW Athena Swan roles** | Choose an item |
| **How many AS meetings have you attended in this PDR period?** |       |

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| **Mentoring** |  |
| **Do you have a mentor?** | Choose an item |
| If “No”, would you like a mentor?  | Choose an item |
| **Are you a mentor?**  | Choose an item |
| If “No”, would you like to become a mentor?  | Choose an item |
| If “Yes”, how many mentees do you have?  |       |
| Do you have capacity to take on more mentees and, if so, how many? | Choose an item |

**SECTION 2 Please complete jointly with your reviewer at the end of your PDR**

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| **Workload and objectives** |  |
| **Have you discussed your workload** **over the last 12 months?** | Choose an item |
| **Have you discussed objectives for next year?** | Choose an item |
| If “No” please say why not | Click or tap here to enter text |

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| **Hybrid working may be an option for some roles** |  |
| **Would you like to do hybrid working?** *(info in* [*UofG hybrid working hub*](https://www.gla.ac.uk/myglasgow/humanresources/all/worklife/hybridworking/)) | Choose an item. |
| **If “Yes” has it been discussed/agreed?** | Choose an item. |

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| **Support for disabled and neurodivergent colleagues**  |
| *UofG is committed to supporting disabled and neurodivergent colleagues. All staff should make themselves aware of the* [*guidance*](https://www.gla.ac.uk/myglasgow/humanresources/all/health/disabilitysupport/) *and the* [*reasonable adjustments passport scheme*](https://www.gla.ac.uk/media/Media_852587_smxx.docx)*.*  |
| **I am aware of the UofG reasonable adjustments passport scheme** | Choose an item |
| *If you have a* [*disability*](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/app-d/) *and have not yet talked about reasonable adjustments with your line manager, you may want to raise this as part of the PDR discussion.* |

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| **Development/future plans** |  |
| **Have you discussed any plans for career progression?** | Choose an item |
| **Have you discussed training/support needs in relation to objectives and career development?** | Choose an item |
| **Has at least one personal development action been agreed?** *See* [*SHW guidance on entitlement to personal/professional development time*](https://www.gla.ac.uk/researchinstitutes/healthwellbeing/guidelines/developmenttime/) | Choose an item |
| **Do you have a funding end date?** | Choose an item |
| If “Yes”, what is the end date? | Select or enter date |
| If “Yes” have subsequent career plans been discussed? | Choose an item |

**CHECKLIST SIGN OFF**

**For completion by line manager/reviewer** *Please complete checkbox and add date*

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| **Reviewer name** | Click or tap here to enter text |
| **Reviewer sign off** | I confirm that all the above information is correct |[ ]  Select or enter date |

**For completion by reviewee** *Please complete checkbox and add date*

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| **Reviewee sign off** | I confirm that all the above information is correct |[ ]  Select or enter date |

*Please return completed form to SHW Admin* *shwadmin@glasgow.ac.uk* *by* ***30 Sept 2023*** *at the latest*