

# PERSONAL DEVELOPMENT AND REVIEW SCHEME INFORMATION FOR STAFF

The Personal Development and Review (PDR) scheme for staff within NDORMS seeks to support the twin aims of providing all staff with the opportunity to develop their potential, and enhance their contribution to the work of the Department and the University. The scheme does this by providing a framework for regular structured discussions with your line manager. The annual PDR discussion is an opportunity to review your role and responsibilities, to gain feedback, to identify objectives and priorities for the coming year, and to consider your development needs.

We hope that you will find the PDR scheme a positive and valuable means of integrating your personal career development aspirations with the objectives of the Department and the wider University.

## What is the Personal Development Review Scheme?

The PDR scheme is a framework in which your work objectives and development needs can be regularly reviewed and agreed. The focus of the scheme is an annual “PDR meeting” between you and your “reviewer” (usually your line manager). It is a chance to reflect on the previous year’s achievements and to make plans for the next review period. During the meeting you and your manager will be able to engage in a dialogue to review your work over the past year, to set objectives for the coming year, and to identify your development needs.

## What are the benefits of the PDR scheme?

The PDR meeting provides an opportunity for you and your manager to:

- clarify the key purpose of your role and responsibilities;
- give and receive constructive feedback on your performance;
- identify your objectives for the coming year and how these support the work of the department as a whole;
- identify strengths which can be built on to assist your career development;
- acknowledge and begin to address any difficulties; and
- agree and plan your training and development needs.

## When will I have a PDR?

The PDR discussions are scheduled to take place in NDORMS every June.

## How long will the PDR meeting last?

The length of time will vary but at least one hour should be set aside for the meeting, to allow for a full and comprehensive discussion.



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## How do I prepare for a PDR?

The Personnel Team will provide you with a PDR form on which you should make notes reflecting how you think the previous year has gone, proposing possible work objectives for the coming year, and highlighting any training and development needs you would like to address. You should complete the form as fully as possible and return it your reviewer at least five days before the meeting. The form can be hand-written or completed electronically.

The principle of “no surprises” applies to the PDR meeting. This means that if your manager has any concerns about your work, you will have been told about these prior to your PDR meeting. Similarly, you should not “save up” any problems or concerns until your PDR meeting – raise these with your manager as and when they arise.

## What is my role at the PDR meeting?

In order to be useful, the PDR meeting should be a free flowing conversation in which both you and your reviewer can exchange views in an open and honest manner. This is your opportunity to raise any concerns you might have regarding your performance, development, or workload, as well as any issues or suggestions about the operation of the team as a whole. You should therefore aim to contribute at least fifty per cent of the discussion.

To get the most out of the PDR meeting, you should adopt a positive approach, be open to receiving feedback from your reviewer, and be willing to contribute constructively to the meeting.

## What will happen to the record of my PDR?

The comments from your discussion with your line manager should be included in your PDR form. “Reviewee comments” section should be completed by you, and is your opportunity to comment on any aspect of the discussion. Both you and your line manager should retain a signed copy of the full agreed record.

Please also return a signed copy of your PDR form to the NDORMS Personnel team. Your form will be treated confidentially.

## What if I disagree with what my reviewer says at my PDR?

If you disagree with what your reviewer has said, you can record your comments on “Reviewee comments” section of the PDR record.

## Will the outcome of my PDR affect my pay?

In line with the principles for appraisal which apply across the University as a whole, the PDR process has no direct connection with salary. However, if the review of the past year indicates that performance has been exceptional, information from the PDR can be used (with your consent) to inform further consideration under the merit review process. Likewise, if it appears that your job has changed significantly, the PDR can act as a prompt to update your job description.

***For further advice or information about the PDR scheme, please speak to your line manager or contact the Personnel Team.***



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