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**RESEARCHER’S CAREER & DEVELOPMENT REVIEW**

**YOUR DETAILS:**

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| --- | --- |
| **Name of reviewee:** |  |
| **Job title:** |  |
| **Department:** |  |
| **Date of this review:** |  |
| **Name of reviewer:** |  |
| **Job title of reviewer:** |  |

**OBJECTIVES – WHERE DO WE WANT TO BE?**

The purpose of this Career & Development Review (CDR) is to give researchers an opportunity to reflect on their current work, and develop an ambitious plan for the future.

**CONFIDENTIALITY**

Only the reviewee, reviewer, and HR Manager should retain the completed documentation, and strict confidentiality should be maintained. Where general matters of concern are raised, confidentiality should be preserved and individuals should not be named.

**PART A: TO BE COMPLETED BY THE RESEARCHER**

To be completed by the staff member at least one week before the review discussion and shared with the reviewer.

CURRENT POST AND CAREER ASPIRATIONS

1. **What are your current job responsibilities and the focus of your research thus far? (To ensure that Researcher and PI’s expectations are aligned)**
2. **What are your key achievements from the last 6 to 12 months? Think about your professional (e.g. teaching, supervision, management of equipment etc.) as well as your research achievements.**
3. **Where do you see yourself working in 3 to 5 years? What do you hope to achieve in your career in the long-term?**

OUTPUTS

1. **What have you published or contributed to publications, conference, reports, outreach materials etc.?**
2. **What future projects have you considered?**

STEPS TOWARDS CAREER OPPORTUNITIES/ASPIRATIONS

1. **Have you applied for fellowships or other grants or awards/recognition (e.g. independent research fellowships, early career fellowships, small equipment grants, large facility access, and conference travel)?**
2. **If you are not planning to pursue a career in academia, what are the other opportunities you are considering (internships, professional accreditation, etc.)**
3. **What support would you need from your PI to support your career aspirations?**
4. **Have you used the allocated 10 days pro rate for your professional development last year and how do you plan to use them this year?**

JOB SKILLS, PROJECT MANAGEMENT & TRAINING

1. **What research and technical skills have you acquired? Have you managed projects? What training opportunities have you participated in within the last year?**
2. **What skills or training might you need?**

COMMUNICATION SKILLS

1. **What have you learned from the opportunities you had to practice your oral communication skills (e.g. lab talks, conferences, outreach and public engagement activities)?**
2. **What specific opportunities should you seek to improve your writing skills? Consider different writing outputs like journal articles, lay summaries, and outreach posters.**

NETWORKING

1. **Have you attended (and/or presented your work at) internal or external conferences and seminars? Joined or taken leadership roles in any professional societies or networks? Made connections with collaborators outside of your own group (e.g. locally, nationally, internationally in academia or industry; or experience a period of work in another lab)?**
2. **What future networking, collaboration, or leadership opportunities can you take advantage of?**

TEACHING AND SUPERVISION

1. **What experience have you had with teaching and supervising/managing junior group members or students (e.g. technical supervision in the lab, lab demonstrating, tutorials, lab management)?**
2. **What other teaching and supervising experiences would you like to be offered to you?**

HEALTH AND WELLBEING

1. **Do you feel your current workload and level of responsibility are reasonably manageable? Are you generally able to complete your key responsibilities within the standard working hours and do you feel you have a good work/life balance? If you find yourself working significantly long hours, think about efficiency and ways to work smarter.**
2. **Please use this box for any further comments:**

**PART B: RECORD OF REVIEW DISCUSSION**

This section should be completed by reviewer after the review discussion has taken place. Please see [*https://www.mpls.ox.ac.uk/training/research-staff/what-am-i-entitled-to-new*](https://www.mpls.ox.ac.uk/training/research-staff/what-am-i-entitled-to-new) *or* [Support for researchers | University of Oxford](https://www.ox.ac.uk/research/support-researchers?wssl=1)

DEVELOPMENT ACTIONS FOR THE NEXT 6 to 12 MONTHS

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**Signed (reviewee):**

**Date:**

**Signed (reviewer):**

**Date:**

**Note:** Both the reviewer and the reviewee should sign the completed PDR review to confirm that the review has taken place and the objectives for the coming year have been agreed before being forwarded to Human Resources (via [pdr-cdr@materials.ox.ac.uk](mailto:pdr-cdr@materials.ox.ac.uk) ).