

PMDS Form



WHAT THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM MEANS FOR YOU

- A way for you to understand and plan priorities in line with the overall direction and strategy of the University
- A series of confidential conversations between you and your line manager
- An opportunity for both of you to review what you have achieved in the previous year
- A time for you to reflect on your strengths and potential areas for development
- A chance to jointly agree goals and a plan for the coming year
- Your time to discuss what you may need to help you develop, and the various different types of training and development that may be available to you
- A forum for constructive two-way feedback
- A systematic way of recording all the above, on a confidential basis

REMEMBERIT'S YOUR PMDS

DATE OF PDP MEETING :

To support your preparation for your Performance Development & Planning meeting, please refer to the guiding questions for managers and staff attached to this form.

You should also refer to the following PMDS support documents;

- [PMDS Checklist for managers and staff](#)
- [TU Dublin Strategic Plan](#)

Your PMDS

Learn Grow Share

Name:

Staff ID:

Job Title :

Grade:

1. Review of Achievements and Outputs

1(a) What have you achieved in relation to your previous objectives?

1(b) What other achievements and progress have you made?

1(c) What work-life balance and wellbeing actions have you taken?

2. Goals and Outputs agreed for next period

(Please use the TU Dublin Strategic Plan, the Team Development Plan and the Guiding Questions attached to identify individual goals and objectives)

3. What support do you need?

4. What Work-life balance and wellbeing supports do you need?

5. Personal Development Plan Agreed

(Please consider the agreed goals and objectives and support required above to identify relevant staff training and development needs)

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Please note: the reviewing manager must access the [online PMDS survey](#) to record relevant training & development needs and to complete the PMDS process

While TU Dublin will endeavour to address the training needs identified within a reasonable timeframe and in accordance with the Staff Development Policy, the provision of any training will be dependent on sufficient resources being available.

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|--------------------------|-------|-------|
| Signature: | Name: | Date: |
| Reviewing Manager | | |
| Signature: | Name: | Date: |
| Staff Member | | |

If necessary, additional sheets may be added to this form

GUIDING QUESTIONS FOR MANAGERS
(To be considered in preparation for the meeting)

1. What have I done?

For all categories of staff:

- What do you feel you have achieved in the last year?
- What do you see as your greatest success?
- Has your job changed significantly ?
- Have you had the opportunity to work cross-functionally?
- What have you enjoyed most about you role?
- What strengths does your role play to?
- What have you found frustrating in your role?
- What training or development did you undertake last year?
- Do you feel your own skills need to be enhanced ?

Specifically for academic staff:

- How have you improved your teaching?
- How have you contributed to the improvement of the performance of students?
- What research/scholarly activities have you undertaken?

2. What do I need to do?

- What do you think of the strategic objectives set for your area? Are we missing any? How would you prioritise?
- How do you think that your objectives for the coming year can assist and support overall objectives for the School/Department/Team/Institute?
- Do you feel you have been consulted/included enough in planning for the School/Department/Team?
- Do you understand how your role fits in with the overall role of the School/Department/Team? What do you think you need to focus on in the coming year?
- What one thing can you do to assist in making your area more efficient?
- What are two or three key things that you would like to have achieved by this time next year?
- How do you see your development progressing from here?
- If you wanted to change anything within your area in the coming year what would it be?

3. What help do I need?

- Did I meet the commitments I made to you last year?
- How can I support you in your goals?
- Who else can give you support? (eg colleagues, mentor)
- Is there anything we could do better as a team that would make your role more effective?
- Would some time in another area help to develop you?
- Are there any training and development programmes that may help?
- Is there anything you do outside work that may contribute to your development?
- When would you like to meet again to review this plan?

GUIDING QUESTIONS – STAFF MEMBERS
(To be considered in preparation for the meeting)

1. What have I done?

- What are the strategic objectives set for my area? How would I prioritise?
- If I had agreed objectives with my manager, which of these have I been able to achieve?
- Have I exceeded those goals in any way?
- What innovations or ideas have I come up with this year?
- What has got in the way of the progress I wanted to make?
- What have I found frustrating and why ?
- What was my greatest success over the last year?
- What have I enjoyed most about my job?
- What concrete things do I feel I have achieved?

2. What do I need to do?

For all categories of staff:

- How do I think my objectives for the coming year support the overall objectives of the School/Department/Team/Institute?
- How can I make my area more efficient in the coming year? (e.g. are there better ways of doing things? Are there improvements to service that I can make? Are there areas that I can collaborate with or support my colleagues? Have I suggestions for my manager?)
- What are one or two things I would really like to achieve in the next twelve months?
- How can I contribute to improvements in the area where I work?
- What are one or two ideas I have had, but not yet discussed with my manager?
- How might changes affect what I do?
- How does the TU Dublin strategy affect my role?

Specifically for Academic Staff:

- What changes/new innovations have I introduced to my teaching?
- How have I contributed to enhancing the performance of my students?
- What research/scholarly activities have I undertaken?

3. What help do I need?

- Did get the help/support that was promised last year?
- If not, what level of support did I get?
- How can my manager support me?
- How can people who work for me or alongside me help?
- What kind of learning and development might I need?
- How can I find out more about that?
- Will my training be funded?
- What other alternatives to courses might help me to learn? (eg mentoring, secondments)
- When can I talk to my manager about this again?