This form is intended to guide you, the researcher, and your reviewer in the review discussions.

You should receive this form from your reviewer at least 14 days in advance of the agreed date of your Development Review Meeting.

Please complete the form and return it with a copy of your current curriculum vitae to your reviewer at least 7 days in advance of the agreed date of the Development Review Meeting. You may wish to make a copy for your own use.

After the Review, an Action Plan will be agreed and signed. You will receive a copy of this Action Plan, and a copy will remain with your reviewer to use as a reference at your next Development Review Meeting.

This document is confidential to the researcher, reviewer and to the Head of School / Institute / Research Centre (or equivalent), unless agreed otherwise with the researcher.

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<th>Full name (please print)</th>
<th>Unit /School /College</th>
<th>Date</th>
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<tr>
<th>Appraiser name (please print)</th>
<th>Principal Investigator name</th>
<th>Length of current project still to run?</th>
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1. What Development opportunities (eg training courses, workshops, seminars, work-based experiences, conferences etc) have you participated in since your last Development Review Meeting - and have they been beneficial?

2. Briefly list your career development goals for the next year, and how you intend to achieve these.
3. Briefly list any obstacles you foresee in meeting your development goals over the next year, and how these could be addressed.

4. What are your longer term career goals? What action are you currently taking towards achieving these.

5. Briefly list any obstacles you currently foresee in meeting your longer term career goals and how these might be addressed.

6. What do you perceive to be your strengths and weaknesses with respect to your current position and future goals?
7. What training or other development opportunities might help to address your perceived weaknesses?

8. If you will reach the end of your current project and/or expect to be leaving this position in the next year, what are your future plans and how might these be facilitated?

9. Please check the attached appendix of your publications on PURE. If this is incorrect please note any changes that should be made.

*Please note that you must make the Knowledge Management Team aware of the required changes after your meeting.*

10. Is there anything else that needs to be noted here, for discussion?
• Have you chosen to keep a portfolio of your development activities?  
  Yes  No
  Comments

• Are you aware of the University’s staff development provision - both specific to research staff (Researcher Development Programme) and more general options (eg IS Skills, Health & Safety, TLA Centre, etc)  
  Yes  No
  Comments

• Are you aware of the University’s Research Staff Mentoring Programme?  
  Yes  No
  Comments

• Have you constructed a career plan?  
  (http://www.humanresources.ed.ac.uk/development/CPR/CareerDev/Career_Planning/humres.htm)
  Yes  No
  Comments

• Are you clear about the current prospects for your continuing employment on this (or a different) project?  
  Yes  No
  Comments

• Are you seeking promotion or additional increment points in the next round?  
  Yes  No
  Comments

• Do you want to involve an additional/alternative reviewer in these meetings?  
  Yes  No