

Reviewer Checklist -During the Review

- I stated the purpose of the meeting at the start of the discussion.
- I introduced the format the meeting was going to take.
- I allowed the reviewee present his/her self-review.
- I facilitated the reviewee in contributing to the meeting.
- In situations of underperformance: I have addressed these in light of improvement and not in a disciplinary manner.
- I have given appreciation where due for the reviewee's contribution to the department/ area/ centre.
- I have identified whether there were any obstacles in the way of the reviewee achieving the objectives they set for the previous year.
- I have discussed with the reviewee why certain objectives (if any) were not met.
- I have ensured that objectives being set for the coming year are specific, measurable, agreed, realistic in the context of the university/department/area/centre, and time framed.
- I have facilitated the reviewee in outlining action going forward to meet the objectives they have agreed for the coming year.
- I have discussed development needs with the reviewee.
- I have maintained a friendly open atmosphere throughout the meeting.
- I allowed time for any questions the reviewee may have had.
- I have answered any question the reviewee had to the best of my knowledge.
- In conjunction with the reviewee, I have completed the 'Agreed Record of Review

Notes:.....
