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**Reviewer - Where Should I Start?**

***Preparing for the performance & development reviews with your staff? Want to get the most out of them? What do you need to do?***

**A Useful Checklist:**

* Begin by understanding the purpose and benefits of the Performance & Development Review and how it works.
* Familiarise yourself with Transforming Lives and our ten immediate priorities as set out in our Strategy Implementation Plan. The Performance & Development Review is structured to support its implementation.
* The guidance for reviewers aims to support you to prepare for the discussion. Remember you have specific responsibilities, before, during and after the review discussion.
* Familiarise yourself with the Performance & Development Review form which will help you and your reviewee structure the review conversation. It is also a useful aid to see what you might want to prepare for in advance.
* As the review importantly considers the future, the discussion will involve setting SMART objectives. The setting SMART objectives guidance provides some practical considerations and some example objectives to help you set these with reviewees.
* In developing objectives with the reviewee you should also consider their role in terms of supporting equality, diversity and inclusion and set an objective(s) to support this. Further guidance is available in the embedding equality objectives guidance document.
* Utilise this toolkit, which is structured to guide you through the review process.
* It is also important to consider the [career development](https://blogs.shu.ac.uk/shupdreviewtoolkit/career-development-wellbeing-2/) aspirations of individuals for the future and their [wellbeing](https://blogs.shu.ac.uk/shupdreviewtoolkit/career-development-wellbeing-2/) at work.
* Also, you can find answers to some of the [frequently asked questions](https://blogs.shu.ac.uk/shupdreviewtoolkit/files/2018/04/Frequently-Asked-Questions.docx).