

**Performance & Development Review - Leaders 360 Degree Feedback**

As senior leaders we should understand how the way we work, our approach to leadership and our behaviours impact those around us. Last year, as part of the PDR process, all our SSG colleagues were encouraged to gather 360 feedback from a cross section of their teams, stakeholders and peers to be shared and discussed during their PDR meeting. This provided greater consistency across Professional Services and is an approach that will be continued for the forthcoming PDR process this year.

Providing feedback to senior leaders can feel awkward for some people, but it’s important to encourage honesty in the feedback. Therefore the feedback should be gathered, and anonymised, by the individual’s line manager; using the following principles:

* Individuals agree with your line manager who you would like to seek feedback from: this should be no more than eight staff and a mixture of stakeholders, peers plus more junior team members.
* Your line manager will then email these stakeholders providing the attached template to gather feedback on (i) what they would like to see you do more of, (ii) what they would identify as your strengths or achievements this year? (iii) what they believe are your areas for development, along with any other comments in order to support you to be as effective as possible.
* This feedback will be collated and shared with you during your PDR meeting.

It is encouraged leaders and managers who are not members of the PSLT to participate on the same basis.

**Performance & Development Review - Feedback Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Individual:**  |  | **Name of Respondent:** |  |

You may find it useful to refer to the [Professional Services Capabilities Framework](https://sheffieldhallam.sharepoint.com/sites/3005/recruitment/SitePages/PSOM.aspx) or the [Academic Careers Framework](https://blogs.shu.ac.uk/acf/?doing_wp_cron=1562230680.7966680526733398437500).

We are committed to inclusive practice. Please be mindful of biases and stereotypes when providing feedback. Further guidance regarding EDI practice can be found [here](https://sheffieldhallam.sharepoint.com/sites/3005/equality/SitePages/Equality-Analysis.aspx).

|  |  |  |
| --- | --- | --- |
| **Thinking about their personal performance in role, what would you like to see this person do more of?** | **What would you identify as this person's strengths or their achievements this year?** | **What would you identify as areas for development for this person?** |
|  |  |  |
| **Any other comments** |