

Dundalk Institute of Technology
Annual Review
Research Career Framework

SECTION 1: Pre-Review Self-Assessment Form

Section 1 to be completed by the Reviewee in advance of the Review Discussion with the Principal Investigator (Reviewer). You are asked to fill in your objectives for the past year and the extent to which you have achieved them. You are asked to submit section 1 of this form to your Reviewer two weeks prior to your review meeting.

Name of Reviewee:	Job Title:
School/Research Centre/Group:	Post start date:
Name of Reviewer:	

1.1 Review of Work Objectives

What progress have you made in achieving your objectives. Please refer to the competencies outlined in the Research Career Framework.

1.2 Review of Career Objectives

Did you set career objectives, if so, what progress have you made against achieving both medium and long-term career objectives?

1.3 Future Objectives

Please give some preliminary indications as to what your work, career and personal objectives will be for the coming year.

(Section 1 to be held by Reviewee following Review Discussion)

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SECTION 2: Review Discussion

Name of Reviewee:	Name of Reviewer:
Date of Review Discussion:	

2.1 Review of Progress

Please include a review of the progress the Reviewee has made in achieving their objectives over the last 12 months?

2.2 Key Work Objectives for the next review period (Please refer to the Competencies in the Research Career Framework)

<u>Objective</u>	<u>Actions to Progress Objectives</u>	<u>Timelines for Completion</u>

2.3 Career Objectives: Outline your career objectives for the next review period? (If appropriate)

<u>Objective</u>	<u>Actions to Progress Objectives</u>	<u>Timelines for Completion</u>

3.1 Outcome of Review Meeting

3.1.1 Reviewer Comments of Review Meeting

3.1.2 Reviewee Comments of Review Meeting

Signed Reviewer _____ **Date** _____

Signed Reviewee _____ **Date** _____

Comments by Head of School (Where he/she is not the Reviewer)

Comments by Head of Research and Graduate Studies (Where he/she is not the Reviewer)

Head of School _____

Date _____

Head of Research and Graduate Studies: _____

Date _____

(Signed copies of Section 3 to be sent to the Reviewer and reviewee)

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SECTION 4: Planning for Development

Name of Reviewee:	Name of Reviewer:
Date of Review Discussion:	

To support you achieving your objectives please identify any training and development needs and specify how and when these needs will be met. The competencies are included below to guide your development. Please refer to the competency guidelines in the Research Career Framework for more information.

<u>Area for development</u>	<u>Development objective</u>	<u>Action plan</u>	<u>Timelines for Completion</u>
1. Discipline specific knowledge & Research Skills			
2. Communicating Research			
3. Managing & Leadership skills			
4. Understanding the research environment			

Signature of Reviewee: _____ **Signature of Reviewer:** _____
(To be forwarded to HR, Training and Development Office, Academic School and the Research Office)