

# 1:1 Performance and Development Review for Social Workers

Name:	Manager:
Department:	Team:
Role:	Review Period:

Employee Signature:
Manager's Signature:

## Objectives

Personal Objectives (SMART = Specific, Measurable, Achievable, Relevant, & Time-bound)	How am I Doing (Including date and development identified)	Links to PCF domains/Outcomes (please tick) *								
		1	2	3	4	5	6	7	8	9
<b>Mandatory objectives for managers only</b>										
Hold a formal PDR for each of my direct reports every six months										
Undertake at least 15% sampling of the formal PDRs undertaken by my direct reports every six months										
<b>Objectives rating (1-4)*</b>										

**Council and Organisational Priorities**

1. Create a great place for learning and opportunity	4. Improve health & wellbeing
2. Encourage and promote job creation and economic prosperity	5. Protect and promote our clean and green environment
3. Build pride, responsibility and respect to create safer communities	

**\*Ratings:**    1 = Exceeds target    2 = On target performance    3 = Some Development Needed    4 = Unacceptable performance

**Data Protection Act**

The purpose for collecting your personal details on this form is to allow the Council to record performance and development needs. Once the form has been completed the Council will store the details on it's network. Access to the information provided on the form will be between the employee and Manager. The information will be retained for 7 years before being securely disposed of. This information could be shared with auditors to ensure the One-to-One Performance and Development Review process is being applied.

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Behaviours (refer to Behaviour Framework)

Behaviours	How did I do? Behaviour summary/links to PCF	Rating
Customer excellence		
Consistency & trust		
Collaboration		
Continuous improvement		
<b>Overall Rating (1–3)*</b>		

## Rating\*

1 = Achieved	2= Some development	3= Not Achieved
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## Personal Development Plan

**\*PCF Domains:**

For Level Descriptors of the PCF Domains at your level, please see:

<http://www.collegeofsocialwork.org/pcf.aspx>

1. Professionalism
2. Values & Ethics
3. Diversity
4. Rights, Justice & Economic Wellbeing
5. Knowledge
6. Critical Reflection and Analysis
7. Intervention & Skills
8. Contexts and Organisations
9. Professional Leadership

In order to achieve my objectives, I plan the actions and activities set out below:

Development Area (what)	Action (including any training & timescales) (how)	Review Comments (including dates of completion, etc.) Links to PCF domains/outcomes*

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## Additional Comments & Final Rating

<p><b>Employee</b></p> <ul style="list-style-type: none"> <li>• Factors that may influence achievement of capabilities, objectives &amp; behaviours and how these will be managed/support required</li> <li>• Suggestions for improving the service</li> <li>• Any other comments</li> </ul>	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• Any additional support to be provided</li> <li>• Overall assessment of employee's performance</li> </ul>
<b>Overall PDR rating (1-4)</b>	

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