The purpose of Annual Review is to enable staff to realise their full potential.

If you require this document in an alternative format please contact learninganddevelopment@ed.ac.uk.

7 TIPS FOR SUCCESSFUL REVIEWS

Reviews are a great way of understanding what makes your team tick. But do you sometimes feel uncomfortable having them? Don’t worry these dos and don’ts are here to help.

UNDERSTANDING ANNUAL REVIEW
This short e-learning module will help you understand Annual Review at the University, including how to prepare for a review, the meeting itself and what should happen afterwards.

VIDEO LIBRARY
These short videos bring to life various aspects of the review conversation. Whether it’s how to set effective objectives or provide feedback to your reviewer, these clips are designed to support reviewers and reviewees in bite-sized chunks.

GUIDANCE FOR REVIEWERS
This handy checklist will help you prepare for, participate in and reflect on your annual review conversations.

GUIDANCE FOR REVIEWEES
This handy checklist will help you prepare for, participate in and reflect on your annual review conversations.

PLANNING YOUR OWN DEVELOPMENT
Thinking about your own development can help you in your current role and in planning for your future career. This guide will help you structure your reflective practice and highlight opportunities for professional and personal development.

SKILLS FOR SUCCESSFUL REVIEW CONVERSATIONS
Effective communication skills are key to meaningful annual reviews. This toolkit will help you review and develop your skills.