



**PERSONAL DEVELOPMENT REVIEW
DEMO2008**

ANTHONY SAMPLE

PDR REPORT

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PERSONAL DEVELOPMENT REVIEW

PERSONAL INFORMATION

SECTION 1: PERSONAL INFORMATION

This section contains the information that you entered into Section 1 of your PDR.

Job Title	Trainer
Job Family	Middle Managers
Division	Head Office
Department	Human Resources
Country	UK
Lead Reviewer	Tessa Test (Tessa@compass360.net)
Scheduled date of PDR	18/06/2008

PERSONAL DEVELOPMENT REVIEW

SELF REVIEW

SECTION 2: SELF REVIEW

This section contains your own review of last year's objectives as well as any additional comments you have made.

Review of Personal contribution

Please review your objectives and summarise the results you have achieved. If this is your first year using the PDR, you should summarise your objectives from last year here:

1. Develop a broader view of the business

Comment

This is something I have tried to work on but has proved difficult. My instinct is to focus on my own department to reach our targets. I have been accused of having a 'silo' mentality this year with some justification. In my defence I have had a steep learning curve to get to grips with this role. You will see on my new objectives that I intend to do something about it this year.

2. Get to know my team as individuals and their development needs

Comment

I have worked hard on this and (I feel) been mostly successful. I now feel confident that I know the strengths and weaknesses of my team members very well.

The team have asked for a little more communication and direction and I have some ideas how to improve this (see my objectives).

Comments:

PERSONAL DEVELOPMENT REVIEW

360 FEEDBACK

SECTION 3: 360 FEEDBACK

This section is designed to help you and your reviewer take an overall view of your work performance. It will assist in identifying your strengths and key development areas over the next 6-12 months.

These bar charts present your overall score for the 360 degree feedback.

The ratings for each statement were averaged and presented here as bar charts. Averages are presented for each respondent group.

The thin line below some of the bars shows the range of responses that went to make up the main bar above it. This helps to show the range of different opinions among respondents.

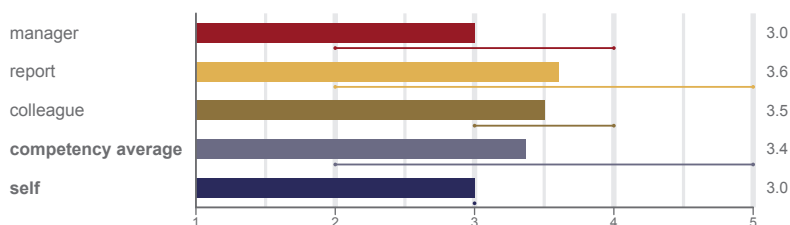
Commercial Awareness

Reviewer's rating:

Reviewer's comments:

Others

As well as rating yourself, you were rated by 1 manager, 2 reports and 2 colleagues.



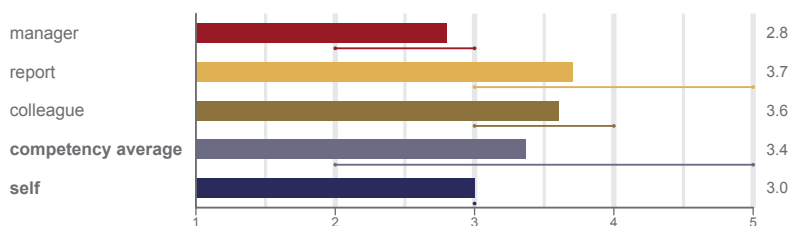
Professionalism

Reviewer's rating:

Reviewer's comments:

Others

As well as rating yourself, you were rated by 1 manager, 2 reports and 2 colleagues.



PERSONAL DEVELOPMENT REVIEW

COMMENTS

This section shows the comments your raters have made. The text of the comments are reproduced here exactly as they were entered in the questionnaire.

All others

What would you like this person to stop doing to assist you in your role?

- Stop assuming that we know the big picture.
- Stop his 'silo' approach to new initiatives and take a broader view.

What would you like this person to start doing to assist you in your role?

- Start giving us some more direction and let us know how our tasks fit in to the overall strategy of the department.
- Start providing a little more direction... an idea where his team is headed. Set more aims and objectives for tasks. Communicate longterm strategy more. Have more confidence in his decision making.
- Try to be a little more flexible when it comes to sharing tasks between departments. We all have deadlines to meet!

What would you like this person to continue doing that assist you in your role?

- Continue to work with us as a team member as well as our manager. Maintaining the usual high team spirit.
- Continue contributing positively to the management team.
- Continue to build his team.

PERSONAL DEVELOPMENT REVIEW

OBJECTIVES

SECTION 4: OBJECTIVES

This section contains the objectives you and your reviewer have set for the forthcoming period/year.

Business Objectives

Action/Objective	Target date
Introduce a weekly team briefing/meeting. No more than 30 mins.	30/06/2008
Communicate any company information, set task aims and objectives and get updates and feedback from team members.	

Personal Objectives

Action/Objective	Target date
Establish a priority time schedule with other departments to ensure all deadlines can be met. Share information with other departments more frequently to help meet company overall aims.	30/06/2008

General Comments