

# PDR Questions Quick Guide

Use these question prompts to support productive PDR conversations

## Introduction and scene setting

- How are you today? Is there anything you'd like to share or discuss before we begin?
- How would you describe your year so far, or since your last PDR conversation?

## Reflecting on key achievements, contributions and goals

- Describe the positive contributions you have made to the overall University or team. What did these look like?
- What have been your key successes over the last year? What has made that notable for you?
- Tell me about x goal – how do you feel it has gone? What does your progress look like? To what extent have you achieved it and how do you know? What might your next steps be with this?
- Have there been any changes or adjustments to your goals? What do these look like? How have you adapted to these?
- What challenges did you encounter, if any, and how did you respond to these?

## Reviewing development

- Tell me about the development you've experienced – what were your key learning points or takeaways?
- Describe how you feel you have developed – what can you do now that you couldn't before? What are you doing differently?
- How is your development helping or having an impact on yourself, colleagues, and the University?
- How have you applied your learning so far? How will you continue to use your learning?

## Setting and agreeing future goals

- What do you understand our priorities to be? What do you feel would be suitable goals for the coming year?
- What would good look like? How will you know you've been successful?
- What will progress look like in one month's time? What will it look like in three months' time?
- What challenges can you anticipate and what could you do to overcome these?
- What resources or support do you need? What do you need from me?
- Which values and behaviours might help you in achieving your goal?
- Which area of the strategy does the goal contribute to?

## **Identifying future development**

- What skills will help you in achieving your goals, and what support, if any, would you like to develop these?
- What areas or skills do you feel you would like to develop? What do you anticipate will be the benefits of this?
- What could be the potential options for meeting your development need? Which will best suit you and the way you like to learn?
- What will be the next steps? What will you commit to doing? How can I support your development?

## **Discussing career plans**

- Tell me what career planning means to you. What does it look like?
- Which aspects of your role do you find most rewarding, and which ones do you find challenging?
- Which skills would you like to use more or less of?
- What areas of work interest you? What roles might you be interested in exploring?
- What support would you like from me or the University to help with your career plans?

## **Closing the meeting**

- Tell me what career planning means to you. What does it look like?
- Which aspects of your role do you find most rewarding, and which ones do you find challenging?
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- What areas of work interest you? What roles might you be interested in exploring?
- What support would you like from me or the University to help with your career plans?

**Any questions?**  
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