

## Reviewer Checklist –After the Review

- ☐ I have checked back with the reviewee regarding their progress in meeting their objectives for this review period.
- ☐ I have acted upon any action point I agreed to follow up upon.
- ☐ I stored the resulting documentation in a confidential place for reference at the next review.
- ☐ Where I am not the Head of Department/Area/Centre, I have forwarded the 'Agreed Record of Review Discussion' (Part B of form) to the Head.

Once reviews have been completed it is recommended that you meet with staff to debrief them on the main outcomes of the review process in a non-personalised way – acknowledging the main achievements, obstacles and development needs going into the next review period.

[illegible]