

Before the Review – Reviewer Checklist:

- ☐ I contacted the reviewee making them aware that their review is due.
- ☐ I asked the reviewee whether s/he wanted to have a one to one review meeting or a Peer Committee review – specifying two or three members (as per policy).
- ☐ I agreed a date, time and venue with the reviewee.
- ☐ I gave the reviewee enough time to prepare themselves for the meeting.
- ☐ I received completed pre-review documentation from the reviewee at least one week prior to the review discussion.
- ☐ I confirmed that the meeting is taking place.
- ☐ I checked the venue to ensure that it is appropriate, providing privacy and freedom from distractions.

Notes:
