

Performance Development Review – Generic Constable

A	Appraisee Details					
Name:		Job Title:		ID No:		
Area/Dept:		Line Manager:		No. Years in Post:		
Date PDR set:		Dates of Review Period:				
Please give details of other business interests for Management of Time purposes.						
Are you in receipt of CRTP? Yes/No (please delete as appropriate)						
B	Objectives for the coming year (Appraisee and Line Manager)					
<p>List up to 3-6 SMART objectives agreed with the appraisee for the coming year of which normally two should be linked to the force priorities, one to personal development</p> <p>* To view Force Priorities [click here]</p> <p><i>SMART – Specific, Measurable, Achievable, Realistic, Timebound</i></p>		Which Force priority does objective link to *	Exceeded	Achieved	Not Achieved	Comments
1						
2						
3						
4						
5						
6						
Appraisee:			Line Manager:			
Signed:		Date:		Signed: Date:		

C	Attendance Management	
No. of days of sickness in the previous review period		
% of total working days		

D Core Responsibilities in the Role

Performance rating definitions for each of the core responsibilities:

- (1) This indicates an [exceptional](#) level of performance by a member of staff who consistently exceeds the effective performance statements across the activities of a Core Responsibility. For example, the person consistently takes a lead or acts as a role model or goes that 'extra mile' to deliver exceptional performance through personal influence.
- (2) This indicates an [appropriate](#) level of performance by a member of staff who consistently meets the effective performance statements described across the activities of a Core Responsibility.
- (3) This describes an appraisee who, within this rank (if applicable), role or review period, has not yet displayed effective performance. This may be due to:
 - New in rank or role
 - Has undertaken additional activities or where required training or guidance has not been provided
 - Is not performing despite development opportunities

Please place an 'X' in the relevant box to indicate the rating given.

Record evidence both in terms of performance in the core responsibility and how the performance was achieved in terms of the behavioural competencies. Behavioural competencies should be evidenced in all performance areas. Respect for Diversity and Personal Responsibility **should be** evidenced in all performance areas.

The behavioural competencies which apply to this role are shown below. For further information on these competencies ([click here](#)).

Respect for race and diversity

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance.

Personal responsibility

Takes personal responsibility for making things happen and achieving results. Displays motivation, pride in the quality of service delivered, commitment, perseverance and conscientiousness. Acts with a high degree of integrity.

Teamworking

Develops strong working relationships inside and outside the team to achieve common goals. Breaks down barriers between groups and involves others in discussions and decisions.

Community and customer focus

Focuses on the customer and provides a high-quality service that is tailored to meet their individual needs. Understands the communities that are served and shows an active commitment to policing that reflects their needs and concerns.

Effective communication

Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed. Makes sure that others understand what is going on.

Problem solving

Gathers information from a range of sources. Analyses information to identify problems and issues, and makes effective decisions.

Resilience

Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.

Evidence of performance (1 or 3 rated) in each core responsibility should be recorded and limited to one page.

Core responsibility: Intelligence (click for related activities)			
Evidence of performance			
Rating	1	2	3

Core responsibility: Community Safety (click for related activities)			
Evidence of performance			
Rating	1	2	3

Core responsibility: Police Operations (click for related activities)			
Evidence of performance			
Rating	1	2	3

Core responsibility: Diversity Through Promoting Equality (see specific activities below)			
Activities	1. Promote equality, diversity and human rights in working practices		
Evidence of performance			
Rating	1	2	3

Core responsibility: Personal Responsibility (click for related activities)			
Evidence of performance			
Rating	1	2	3

Core responsibility: Community Safety incl. Local Policing (click for related activities)			
Evidence of performance			
Rating	1	2	3

E	Secondary/ Acting duties Where applicable please record details of any secondary or acting duties undertaken and the name of the supervising officer: Duties: Supervising Officer: In order to comment effectively on these extra duties the appraisee will be expected to gather evidence from the relevant supervising officer. Line Manager Comments		
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F	Personal Development	
1. Development in current role		Action (to be completed by Line Manager in consultation with HRO)
2. Development beyond current role		Action (to be completed by Line Manager in consultation with HRO)
Any other comments:		

G	Interim Review (Line Manager and Appraisee)		
Line Manager Comments			
Name:		Date:	ID No:
Appraisee Comments			

H	Overall Review (on conclusion of PDR)
Line Manager comments	
<p>I confirm I have viewed the evidence supplied by the appraisee, given feedback where appropriate and dip sampled it for quality assurance. (The overall assessment takes account of the appraisee's performance in core responsibilities, application of behavioural competencies and achievement of objectives)</p> <p>I assess the appraisee's performance overall as: 1/ 2/ 3</p>	

Signed:	Name:	Date:	ID No:
Appraisee Comments (on Conclusion of PDR)			
I have received my PDR and had the opportunity to discuss this with my line manager.			
Appraisee comments:			
Signed:	Name:	Date:	
Second Line Manager (If Required)			
Second Line Manager to comment if appraisee assessed overall as 1 or 3			
Signed:	Name:	Date:	

Distribution (locally arranged):
Area/ Dept HR Officer – original for file
Appraisee - copy