

The Career Review Process

Guidance Note

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1.0 Purpose

This Guidance Note details South Lanarkshire College's Career Review Process. It should be read in conjunction with the Career Review Form(s).

The continuous professional development of staff is key to the success of the College and this process aims to enhance staff performance in support of the College's vision, 'To be Scotland's leading provider of college education and training'.

2.0 Scope

The Career Review process should ensure that all staff have a structured framework for reflecting on their work.

The annual Career Review meeting provides the opportunity for staff to consider their progress, identify their achievements and consider their contributions to the success of their team and College. It also provides an opportunity to consider how to develop and progress in the future, and to identify any training or development that may be required.

3.0 Procedure

3.1 Timing

Career Reviews should take place on an annual basis. Reviews are conducted on a rolling **basis and** will normally be of approximately 30 – 60 minutes duration.

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Managers should aim to give a minimum of one week's notice of a pending Career Review.

3.2 Location

Career Reviews should be arranged to take place in a private location, free from disturbances.

3.4 Paperwork

There is a standard Career Review form for **the following groups of staff members:**

- **Associate Principals**

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- [Depute Head of Faculty](#)
- [Head of Department](#)
- [Operational Managers](#)
- [Curriculum Managers](#)
- [Lecturing Staff](#)
- [Support Staff](#)

~~lecturing staff and one for support staff (including managerial staff).~~ These forms are the same, with the exception of section 4, 'Discussion on Job Role' which is tailored to each ~~particular staff~~ staff group and you will also find a list of 'Useful Prompts' and the Strategic Plan and Priorities to aid you with your discussion at the end of the Career Review form. The managerial forms also include the Managers Charter.

Lecturing staff will also note that Appendix 1 provides specific advice on Professional Update for General Teaching Council Scotland (GTCS) registered employees and their line managers.

4.0 Preparation

4.1 Reviewer

When preparing for Career Review meetings, reviewers should look at the last Career Review, Job Description and CPD Record. Managers should consider the Career Review form, and how they would plan to complete this. It may be helpful to complete the 'reviewer sections' in advance as an aide memoire, although the agreed version may differ from this, following the discussion with reviewee.

Managers should also ensure that they are familiar with their Department/Faculty Operational Plan.

The reviewer must contact the reviewee with a proposed date and time for the career review, giving at least one week's notice.

4.2 Reviewee

When preparing for Career Review meetings, reviewees should look at their last Career Review, Job Description and CPD Record. They should also consider the Career Review form, and how they would plan to complete this. ~~The reviewee should complete~~ ~~It may be helpful to complete~~ the 'reviewee sections' in advance as an aide memoire, although the agreed version may differ from this, following the discussion with reviewer.

5.0 The Career Review Meeting

The discussion which takes place at the Career Review meeting should be noted on the Career Review Form. Once the form is completed, both parties must sign the form to indicate their agreement that this reflects the discussion which took place.

Completed and signed Career Review forms must be returned to Human Resources within 10 working days.

It is important to ensure that all sections of the form are fully completed.

6.0 Staff Development

When attendance at a formal training session, course or conference is an outcome of the Career Review, a separate Staff Development Request form should be completed. Inclusion of a staff development session on the agreed eCareer Rreview form, is not an agreement that this training request will be granted, as this will be subject to agreement on the basis of operational requirements and budgetary availability.

Any other CPD undertaken as a result of the Career Review must be noted on the member of staff's individual CPD log [on MyHR.](#)

7.0 Human Resources

All Career Review records are maintained in Human Resources.

Human Resources will provide regular briefing sessions for reviewers and reviewees in support of their full participation in this process.

Any member of staff who has any enquiries regarding the Career Review Process or their own Career Review should contact the [Human Resources Manager/Head of Human Resources.](#)



South
Lanarkshire
College

East Kilbride

Human Resources
Committee
May 2018
Appendix K

Updated April 2018

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Updated April 2018

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