Effective Contribution Scheme

This form should be completed by staff who do not have access to the online portal. Please send your completed form to your Line Manger who will be able to upload onto the ECS system. Your contribution, impact and achievements should relate to the University’s Strategic Aims – Recruitment, Reputation and Sustainability. Please contact HR if you require further assistance.

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| --- | --- | --- | --- | --- | --- | --- |
| **Your Name:** | | Text. | **Staff Number:** | | | Text. |
|  | |  |  | | |  |
| **Job Role:** | | Text. | ***Your* Email:** | | | Text. |
|  | |  |  | | |  |
| **Name of *Reviewer*:** | | Text. | ***Reviewer* Email:** | | | Text. |
|  | |  |  | | |  |
| **Date of Current Review:** | | Date | **Date of Previous Review:** | | | Date |
|  | |  |  | | |  |
| **Q1.** What do you believe has been your contribution to your post over the past twelve months (try to give examples of your achievements against the targets/objectives set the previous year) | | | | | | |
| Text. | | | | | | |
| **Q2.**  Give examples of the impact of your achievements on the university’s values and strategic aims. For example: Transformational could be about ways to improve working patterns or finding out about AU best practices. Being Creative & Innovative could be looking for new solutions or creating and sharing ideas to future-proof the university. Demonstrating inclusivity by being welcoming and working together, respecting and appreciating everyone for their contribution to the university, regardless of their role and providing a strong customer ethos to everyone. Finally, think about your ambitious aims, your personal ambition and accountability, a commitment to self and others. Striving towards the best university experience for everyone and the development of others. | | | | | | |
| Text. | | | | | | |
| **Q3.** What has given you the most/ least satisfaction over in your work over the last year? | | | | | | |
| Most Satisfaction | | | | | | |
| Least Satisfaction | | | | | | |
| **Q4.** Looking ahead to the next 12 months, what are your main objectives and activities which will contribute to the team and department`s objectives which will contribute to the delivery of the strategic aims? *.*  **Smart Objectives (Specific, measured, achievable, realistic, and timed) Additional objectives can be added. They must reference to the strategic aims and department and team objectives.** | | | | | | |
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| **Objective 1** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Objective 2** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Objective 3** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Objective 4** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Objective 5** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Q5.** What challenges do you anticipate in meeting these objectives and how can they be overcome? | | | | | | |
| Text. | | | | | | |
| **Q6.** Welsh Levels – What actions have you taken to improve your Welsh language skills this year? | | | | | | |
| Text. | | | | | | |
| **Training & Development Plan**  The following training plan may be shared with the HR Organisational Development and Training Team, departmental or central training officers e.g. Health and Safety, Information Services or CDSAP, for the planning of training needs across the institution. | | | | | | |
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| **Training Requirement 1** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Training Requirement 2** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
|  | | | | | | |
| **Training Requirement 3** | | | | | | |
| Objective: | Text. | | | | | |
| Action: | Text. | | | | | |
| By When: | Date | | | | | |
| **Notes** | | | | | | |
| Text. | | | | | | |
| **Your Signature** | | Text. | | **Date** | Date | |
|  | | | | | | |
| **Line Manager Signature** | | Text. | | **Date** | Date | |