**Human Resources**

Template for optional feedback request for SRDS

It’s recommended that you send this to approx 6-8 people with whom you work – e.g. a mixture of peers, managers/leaders, subordinates or customers as appropriate.

Re: feedback for my SRDS

My review meeting with <**insert name of reviewer**> is due to be held on <**insert date**> and I would be grateful if you could provide feedback on my work over the last 12 months, reflecting on how I demonstrate the University Values and Responsibilities. <**Only leave in the next sentence if you are a leader/manager**>  I have leadership / management responsibilities and would ask that some of the feedback focuses on this part of my role.

[Values and responsibility | University of Leeds](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.leeds.ac.uk%2Fabout%2Fdoc%2Fvalues-and-responsibility&data=05%7C01%7CHRBusinessSupport%40leeds.ac.uk%7C342c1a6f77c849cf905c08da7e96afdc%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637961482905782768%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mSJOcSzG6tY1dmI7JhzCEFE9DMXURCr%2B3hAPASFxEoU%3D&reserved=0)

Please respond direct to <**delete as appropriate**> me or <**name of reviewer**> or both of us before the above review date. Any information provided to <**name of reviewer**> can be provided anonymously if you prefer and in such case anonymity will be preserved, save as required by law.

***Note to Reviewer – this information must not be attached to the SRDS form or kept on file and should be destroyed.***

What three strengths do you perceive me to display, and how have you observed them being demonstrated in the workplace?

1.

2.

3.

In which three areas do you believe I could develop to make me more effective within the organisation?

1.

2.

3.

Thank you for your time.