**UMAberSU One to One Record Form**

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| Name: | | | | | Date: | | | |
| How have you progressed your objectives: | | | | | | | | |
| Objective activity | | Measure of success | | Status | Detail of progress against objective – include any achievements/wins or challenges/barriers to success/development points | | | What difference has this made for the SU, students, the University, the community? |
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| What are you most pleased with or most proud of in the last month? | | | | | | | | |
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| Any other areas that need focus over the next month or two? | | | | | Measure of Success/KPI | | | Key dates |
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| Learning/development objective | | | Detail of progress against objective – include any challenges or barriers to success. | | | Status | Actions | |
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| Any other training or learning and development needs to add? | | | | | | | | |
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| How have you demonstrated the Students’ Union’s values? | | | | | | | | |
| We are shaped by students (Their voice matters most) |  | | | | | | | |
| We are a community (we want students involved): |  | | | | | | | |
| We are transparent - We are always honest and open |  | | | | | | | |
| We are ambitious - We develop for the future |  | | | | | | | |
| We caru Cymraeg - We champion Welsh language and culture |  | | | | | | | |
| On a scale of 1-10 how happy are you at work? 1 2 3 4 5 6 7 8 9 10  What would it take to make it a ten? | | | | | | | | |

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| How are you managing your time?  Any action needed?: |  |
| Days of leave remaining:  Any action needed?: |  |

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| In the wider SU and in your role: |
| What is getting in the way? What’s difficult? |
| What’s helpful to carry on doing? |
| What else would help? Any positive ideas? |

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| Manager signature: | Employee signature: |
| Next one to one date: | |