



University of
St Andrews

RDS: FAQs for the reviewee

Document type	Guidance
Scope (applies to)	Professional staff
Applicability date	27/04/2021
Review / Expiry date	29/04/2024
Approved date	24/05/2023
Approver	Deputy Director
Document owner	Human Resources Officer
School / unit	Human Resources
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Staff/Progression and development/Performance Management
Purpose	Frequently asked questions regarding the RDS process (for the reviewee)

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New document	Published	Lisa Stewart HR	28/04/2021

1. What should I do if I have concerns?

If you have concerns about having a review you should raise these with your line manager or an appropriate senior manager within your area. Alternatively, contact your [Human Resources Business Partner](#) (HRBP) who will try and help resolve your concerns. Please note this is a supportive process, aimed at career development and alignment with School/Unit strategy. Where objectives are not met, a discussion will take place to identify issues and consider if still relevant and what support might be put in place to support achievement. Failure to achieve all the objectives set will not result in disciplinary action.

2. Who is responsible for organising my RDS?

Your line manager will organise your RDS on an annual basis. Human Resources (HR) annually remind Heads of Units that the process should be undertaken and will seek confirmation that all reviews have been undertaken.

3. Who will see my completed RDS?

Your line manager (Reviewer) and Head of School/Unit (or appropriate delegate) will see the completed paperwork. Completed documentation will be stored securely by the Unit and destroyed after 2 years in line with GDPR and the University's retention schedule. The form is not routinely passed to other sections of the University.

4. What if I think anything that my reviewer has written is inaccurate?

Section I allows you to comment on anything recorded on the form which you think is an inaccurate reflection of the conversation that took place, including any omissions. These can be noted, and the form returned to the reviewer for further discussion

5. Do I have to sign the RDS form?

Yes. By signing the form, you are confirming that the review meeting has taken place and the documentation reflects the discussion.

6. Can the RDS process be used as part of, or in place of a disciplinary procedure?

No. The RDS process is not part of the University's formal or informal capability or disciplinary procedure. Issues regarding performance can be raised during the RDS process to discuss how performance issues can be addressed and the Reviewee supported. Should performance continue to fall short of expectation, recourse to the capability or disciplinary process should be undertaken. Your HRBP can advise on the application of these procedures.

7. Can I refuse to participate in the RDS process?

No. RDS meetings are mandatory. If you have an issue with your Reviewer, you should discuss your concerns with your Head of School/Unit (or appropriate delegate), or your [Human Resources Business Partner](#) (HRBP) to consider what alternatives might be put in place.

8. Can I have a colleague or Trade Union representative attend the meeting with me?

No. The purpose of this meeting is to reflect, review and plan and as such, both parties should recognise the value of the meeting. It will not result in formal action and therefore, there is no statutory right to be accompanied. The only exception to this, is where an individual may require a BSL interpreter.

9. Storage of completed forms

In line with GDPR (General Data Protection Regulations), completed forms and any accompanying data will be kept securely within the Unit, accessible to relevant individuals only. This information will be destroyed after 2 years.

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