End of secondment review meeting checklist

# Invitees:

* Secondee
* ‘Host’ manager
* ‘Home’ manager

# Preparation for meeting:

Secondee and Host manager to complete the [Secondment Achievement Record.](https://www.ppd.admin.cam.ac.uk/professional-development/secondments/key-documents)

# Meeting agenda

Review and identify:

* Progress and achievements within the role
* Skills, experience and knowledge acquired (and how these can be applied to the role to which secondee is returning)
* Progress with development goals
* Any other feedback, either for secondee or for manager
* Key learning points
* Benefits to all parties

Discuss:

* Transition back to home department.

Advise:

* Secondee of any changes to their substantive role eg with configuration of workload or responsibilities.

Evaluation of process:

* What went well?
* What would you do differently?

# After the meeting

Host manager to give secondee and their home manager:

* a copy of the completed secondment achievement record
* a record of the ‘end of secondment’ review meeting

Host manager to forward any appropriate evaluation feedback to PPD for further action and to share good practice.