Mid secondment review meeting checklist

# Invitees:

* Secondee
* ‘Host’ manager
* ‘Home’ manager – if appropriate

# 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) In particular:
* Identify the skills and attributes that are being developed
* Identify any particular areas to note for the second half of the secondment

# Meeting agenda

Review:

* How the secondment is going
* Progress made with the responsibilities of the role
* Progress made with the development goals of the secondee (refer as appropriate to the skills and attributes on the achievement record)

Identify:

* Key learning points
* Any changes in activity, priority, performance that can be made

Discuss:

* Any areas of challenge
* The second half of the secondment

Two way feedback:

* To the secondee/to the manager

# After the meeting

Host manager to give secondee:

* A copy of the completed secondment achievement record
* A record of the mid secondment review meeting