**Department of Applied Mathematics and Theoretical Physics (DAMTP)**

**CSS for Research Staff Record Form**

Please read the document *Career Support Scheme for Research Staff (CSS) – Guidance for Research Staff and Advisors* before completing this form. The purpose of this form is to record the key points of the discussion during the CSS Meeting. There is no requirement to forward a copy to the Researcher’s PI or line manager, or the Head of Department. The Researcher should keep a copy of the form for their personal records and may share it if they wish and should certainly refer back to it when preparing for future CSS meetings. Any issues that need to be escalated to either the PI/Line Manager or Head of Department should be recorded on the Notification of CSS Meeting form and returned to the HR Office.

The Researcher should complete sections 1, 2 and 3 of this form in advance of the meeting and send it to the Advisor with a copy of their latest CV and publications list.

**Section 1**

*To be completed in advance of the meeting.*

|  |  |
| --- | --- |
| Researcher (Title, Name) |  |
| Advisor (Title, Name) |  |

*Researcher details*

|  |  |
| --- | --- |
| Job title |  |
| Group |  |
| Start date |  |
| End date (where applicable) |  |

**Section 2**

Record of work and achievements since last review (or since joining the Department, if this is the first review). Note that these should be key items, highlighting detailed information in the CV and publications list (***to be completed by the Researcher in advance of the meeting***).

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**Section 3**

Comments on the record of work and achievements (Section 2 above) (***to be completed by the Researcher in advance of the meeting***).

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**Section 4**

Agreed statement of future action, including training needs (to be completed during the review meeting).

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**Section 5**

Additional comments or recommendations (to be completed during the review meeting).

**Signed**:

|  |  |
| --- | --- |
| Date |  |
| Researcher |  |
| Advisor |  |

**Comments from Referee in the event of disagreement:**

Signed:

|  |  |
| --- | --- |
| Date |  |
| Referee |  |