

Personal Development Record

confidential

This sheet is designed to give you a framework for thinking about what you have gained from your experiences at University and how this relates to what you intend to do after graduation. It will also provide your referees with material to help them support your applications for postgraduate courses or jobs.

You will already have received a copy of this document at the beginning of your second year to complete and discuss briefly with your supervisor. **Please ensure that you complete this and give it to your supervisor who will discuss it with you and countersign it.** This electronic version has been provided to enable you to update the form more conveniently during the remainder of your time at York.

To save the document in your own user-area, simply use the **File/Save As** command in the usual way, remembering to select an appropriate **drive** and **directory**, and providing a **name** for the document when requested. You will then be able to access the document direct from your user-area when required.

1 INTERESTS AND ACTIVITIES

List those extra-curricular activities which have recently occupied your spare time, eg membership of societies, sports, involvement in the arts or local community, contributing to campus media or politics, expeditions and travel, whether inside or outside the University. Describe the nature of your involvement, especially if it reveals something significant about you, eg taking responsibility, showing initiative, ability to work in or lead a team, development of social skills, contribution to University or college.

2 WORK EXPERIENCE

Include here any experience of a working environment, whether as part of your course or before coming to University; also include work experience during vacations or voluntary work. Give dates, name of employer and a brief description of what you did, summarising what you gained from the experience such as the skills needed to do the job or an insight into the management styles of different kinds of employer. Indicate how you think your experience may be helpful in the future, especially if any of it is directly relevant to what you want to do after graduation.

3 OTHER COURSES OR QUALIFICATIONS

Have you any qualifications other than your degree, apart from GCSE and GCE 'A' levels or their equivalents? Have you taken any courses additional to those required for your degree, either at University or outside? (eg language, driving, computing, typing or evening classes). List any courses attended or qualifications acquired, say why you sought them and how you feel they may be useful to you in the future.

4 VALUE OF TIME AT YORK

What do you think have been the main ways in which you have developed during your time at University so far? Include personal as well as academic developments. Summarise the skills you are currently developing, building perhaps on previous skills or experience (eg team working, negotiating, persuading, presenting, listening) . Are there any additional skills you need to develop before graduation? Also describe any aspects of your course which have been especially important to you (eg projects, seminars, long essays or particular subject areas). What practical benefits do you feel you have derived from these activities?

5 PERSONAL CIRCUMSTANCES AND PREFERENCES

If there are any particular aspects of your previous experience or current domestic situation which have influenced your development or may affect your future choice of career, please state them here. Also list any areas of work which your personal philosophy would prohibit you from pursuing.

6 PLANS AFTER GRADUATION

State the possibilities you are considering after your degree. Explain why they attract you. It would help if you could say something about the sort of satisfactions you are seeking and give an idea of why you think you would perform effectively in the areas you have chosen.

7 WHAT ACTIONS DO YOU INTEND TO TAKE BEFORE YOU GRADUATE TO ACHIEVE YOUR OBJECTIVES?

Signed: Student

..... Supervisor

Date:

Please remember, when writing to ask a referee to act for you after you have left, to let him or her know what you have been doing since taking your degree.