



Dean: Faculty of Health Sciences
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11 June 2026

Dear Colleagues

DEVELOPMENT DIALOGUES CYCLE: JUNE 2025 TO MAY 2026

The Development Dialogues are part of an important process to value PASS performance and assist with ongoing development of staff.

While regular, informal engagements take place throughout the cycle, Line managers should start the formal process of planning for the development dialogue discussions in early June by requesting staff members to start preparing their respective **HR210 Development Dialogue forms** and then setting meetings to conduct the one-on-one discussions.

Development Dialogue meetings must be set:

- To measure whether contracted KPAs have been met,
- To finalise performance ratings for the period June 2025 – May 2026,
- To set objectives for the upcoming cycle: June 2026 – May 2027, and to
- To engage in discussions around career planning, learning and development.

Development Dialogue HR210 forms must be completed by all PASS staff members at the time of the development dialogues, regardless of whether the staff member intends to leave the department or the university. This form must be signed by both the staff member and the line manager.

The respective HR Business Partners will be circulating more detailed information and dates with regards to the process and next steps within the next few days. The recommendation is to commence the discussions soonest as the departmental development dialogue forums are due to take place from Monday, 06 July 2026. All development dialogue discussions with the relevant fully completed and signed forms must be submitted, where applicable, in advance, in preparation for the forums.

Where an Exceeding performance rating is recommended, the HR210 and the HR191 must please be submitted as one combined file in the order listed below to your **HR Business Partner** by **Friday, 03 July 2026:**

1. HR210 Development Dialogue form
2. HR191 Position Description

Please note that **NO LATE APPLICATIONS WILL BE CONSIDERED AFTER THE CLOSING DATE.**

Please ensure the most updated version of the forms are used, by downloading them from the HR Admin webpage at the following link: <https://forms.uct.ac.za/#HumanResources>. All signed HR210 and HR191 forms must be kept on record in the Department.

Should there be any queries, please contact your departmental HR Business Partner.

I wish to take this opportunity to thank you most sincerely for your contributions to the Faculty and University and wish you every success during the performance cycle ahead.

With gratitude

A handwritten signature in black ink, appearing to read 'Lionel Thompson', with a stylized, flowing script.

Professor Lionel Green-Thompson
Dean: Faculty Health Sciences