

A QUICK GUIDE TO THE PDR PROCESS - WHAT HAPPENS AND WHEN

MANAGER



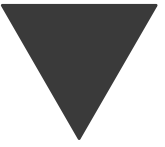
Arranges the PDR meeting and accesses the resources on the [PDR webpage](#) to prepare for the meeting.

COLLEAGUE



Accesses the resources on the [PDR webpage](#) to prepare for the meeting. Reviews progress since the last PDR; considers wellbeing and potential work/development objectives for the year ahead.

BOTH



PDR meeting takes place.

COLLEAGUE



Generates the PDR form in [iTrent](#) and [enters PDR discussion date](#). [Enters new work and development objectives](#).

MANAGER



[Review the objectives](#) in [iTrent](#). [Enters Reviewer comments](#) to capture a summary of the PDR discussion. Saves, then submits the form to the reviewee. Remember: *Save. Summary. Submit.*

COLLEAGUE



Reads Reviewer's comments in [iTrent](#) and [enters Reviewee summary comments](#). Saves, then submits to complete the PDR cycle. Remember: *Save. Summary. Submit.*

BOTH



At regular intervals throughout the year: updates objectives progress / closes completed objectives following check-ins (one-to-ones etc.)

Access our [PDR webpage](#) for further information, resources and iTrent user guides.